

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, February 12, 2018 at 6:00 p.m. at the Plantation Oaks Amenity Center, 845 Oakleaf Plantation Parkway, Orange Park, Florida 32065.

Present and constituting a quorum were:

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

Also present were:

Jim Perry	District Manager
Jason Walters	District Counsel
Jay Soriano	GMS Community Manager
Dan Fagen	Vesta

FIRST ORDER OF BUSINESS

Roll Call

Mr. Perry called the meeting to order at 6:00 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 January 8, 2018 Meeting**
- B. Financial Statements**
- C. Assessment Receipt Schedule**
- D. Check Register**

Mr. Perry stated on the assessment receipts schedule you are 93% collected so you are a little ahead of last year which is great.

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

FOURTH ORDER OF BUSINESS

Acceptance of the Public Facilities Report

Mr. Perry stated this is a report prepared by Peter Ma, the District Engineer, and this is a standard report that is updated periodically and it's included in various documents of the district. It's pretty much in line with what we've had in the past because there hasn't been any major changes to this district in regards to the various public facilities and at this point in time there are no proposed additions or replacement of any existing public facilities.

Mr. Horton asked on section two, paragraph two, it says "also the District has acquired the County Library Parcel / Village Green and the Mail Kiosk in the Village Center" is this talking about the landscaping part of it?

Mr. Perry responded correct.

Mr. Horton asked the County still owns the library?

Mr. Perry responded correct.

On MOTION by Mr. Davis seconded by Mr. Horton with all in favor the public facilities report was approved.

FIFTH ORDER OF BUSINESS

Update on Park Improvements

Mr. Soriano stated I have gotten a couple of new quotes on sidewalks for the park parcel that we have on the corner. Those are more in line with what I was looking at, about \$12,000. The one thing I started looking at is going ahead and clearing that ourselves and then that way I can get a little better estimate because people can come in and measure and give us a better quote. If that goes down another thousand or two I will bring that to you and let you know but we will go ahead and clear it out and in another month you will see us clearing out the design of the sidewalk and of course landscaping would be last. This is all in the amount that we approved last month. By April I would like to start the landscaping portion.

Mr. Davis asked in the initial quote that you received it was a bundled quote. Do you know if they had planned on doing the irrigation prior to the concrete or are they going to jet under it?

Mr. Soriano responded right now it runs around the outside already so I'm guessing they were planning on jetting under it. They didn't actually spell that out. There is a main line that runs down one side of the road where the well is and then it turns and runs along Oakleaf Village Parkway so we could branch off each side rather than jetting under the concrete or even doing the meter addition first and then laying the concrete.

SIXTH ORDER OF BUSINESS

Consideration of Amenity Staffing

Mr. Perry stated the board has before them a proposal that was prepared by district staff in regards to staffing of the amenity facilities. As part of our planning for the budget this year we've taken a look at various items and this is one item that we thought warranted consideration of the board. If you'll remember, several years ago we looked at staffing of the facilities and the various models that are out there including contracting, which you have right now, but another option was to consider having district employees and have those managed by the operations director here on site. During this process Jay has spent quite a bit of time looking at the staffing levels and the requirements and levels of service and so forth and has worked up this proposal for the board. With that said, even though this would require approval of this board, it also requires approval of your sister board because most districts don't have this ability to do district employees because there are just not enough employees out there to make it economically feasible. Since you have two districts here that share resources you have enough mass to make it economically feasible. With the budget process we looked at this and said at this time it might be good for the board to consider this because there is significant savings for both districts based upon the proposal as outlined. Your sister district looked at this earlier and they agreed to move forward with this on the provision that your district would also move forward with it.

Mr. Soriano stated one thing that I'm looking for is to be able to increase pay throughout. I gave you two separate proposals. The first page is comparative and it's a little bit more like what we do now and then the second page is how I would like to operate and take those starting hourly pays up a little higher for our lifeguards, supervisors and management. When it's all said and done you would see a savings between \$25,000 and \$41,000. \$25,000 if we're doing the high end of pay and \$41,000 would be if we pay on the low end and not bump anybody up. Those numbers were done as an apples to apples comparison to what's been done in the contract in the past so I based it off of the hours that we had in there five years ago when

we redid the RFP with Vesta. Realistically, we don't operate in that fashion. We've never really operated 100%. Sometimes we hit some things at 100% but most things I try to work with them and they work with me to cut where ever they can. A few years ago I adjusted our calendar to start shutting down every other day so in the spring time and fall you are shut down Tuesday and Thursday but Middle Village is opened up and then Monday and Wednesday you might be open but Middle Village is shut down. We also a year ago moved to putting pool monitors on those lower hour times. When we do that it brings the operating hours down so much that even with the high end payment and bringing everybody up we're still looking at right around \$41,000 savings. When I look at that much money it's something I have to consider. I hope you have the confidence in me. I know that I have the ability to do these things. I have done them in the past and I have experience. I would love to be able to run this and even just save \$10,000, however when we get to \$40,000 I think it is really something we need to consider. When I looked at the two districts together we're adding up to as much as \$100,000 savings. That savings is something I can put towards Oakleaf pretty well whether it's spending more money on hourly wages, whether it's more training or even events at the pool. The current contractor is here. This is not in response to anything they've done, it really is more the cost savings and the business side of it.

Mr. Davis asked you're currently heavily involved in handling this right now, correct?

Mr. Soriano responded correct. Officially this does put more responsibility on me. Unofficially you guys have never heard me say that's not my job. I'm a big part of everything. Whenever there's an issue whether it's a complaint from a resident or it's a billing issue, I am the one spending time making sure everything goes right so I already do the work now.

Mr. Morton asked can you tell me organizationally how it would work from you down?

Mr. Soriano responded I've spoken to Vesta about the employees and the transition and I look for a good transition, even help, to make sure everything starts off smoothly but everybody would step over and work under the district and myself so our employees that are here off-season would be directly under me and I'd be able to supervise them. Like I said, I'm looking forward to being able to offer them increases in wages and those hourly employees will be directly paid by the district. This was chosen for the advantages. We can get advantages of being considered a small business rather than one big business. We are breaking them up.

There's going to be Double Branch employees and Middle Village employees and a couple of employees that will fall directly under my control.

Mr. Morton stated from a liability perspective, in today's world if something happens, Vesta is a party to the lawsuit, we're a party to the lawsuit I'm assuming. In tomorrow's world, we are a party to the lawsuit.

Mr. Walters stated when we contract out with a vendor we always provide in those agreements for indemnification and insurance requirements so that's the layer of liability that's removed. From a district standpoint, the things we rely upon generally are liability insurance and we will coordinate with the carrier to make sure we've got coverage for employment liability-type issues and then our sovereign immunity.

Mr. Morton asked will we have to increase anything insurance-wise?

Mr. Perry responded there is. You guys have district employees that you're going to have unemployment compensation insurance, you will have a minor increase in your liability insurance but it's not material compared to what your policy is right now. Back to your question as to exposure, unfortunately if there is ever an issue, even if you have a contract, the district is named, we are named, the contractor anybody is named in it. This in theory should help because you do have sovereign immunity and built into any contract with a for-profit entity their insurance is going to be higher because they don't have that sovereign immunity so this does help in regards to that.

Mr. Walters stated the other issue is you will become an employer so we are subject to all of those employment laws like anyone else so if we decide to go this direction we may look at employment practices liability insurance. Most businesses have it and if it's available in this context I think it might be a decent practice as well.

Mr. Morton asked in your experience, Jim, how many other districts have done this or do this at the magnitude of the amenities we have?

Mr. Perry responded locally there is only one right now and that is the Nocatee community which is Tolomato CDD. They went to this model about 5-7 years ago and they have saved hundreds if not over a million dollars in cost. They obviously have a lot more amenities than you do. They have their own landscaping crews because they maintain County Road 210 out there, they have a large trail system, they have onsite full-time employees that run their amenity centers plus the seasonal employees. During the peak time they have about

180 employees out there. By not contracting it out they've saved a lot of money. Keep in mind what I said in the beginning is there are not a lot of entities that have the mass that you can do this. Most districts only have 800-2,000 homes. Even at the 2,000 home level with the amenities you have there it's probably not economically viable to have your own district employees because there is that administration there so there's not a lot of that here. The other one I'm aware of is Viera down in Brevard County. They have a number of district employees.

Mr. Horton asked you talk about the liability and you say it's manageable? There's no number to go with that?

Mr. Perry responded I haven't asked for quotes but I know at the Nocatee project it did not go up that much in regards to having district employees.

Mr. Soriano stated when I spoke to our general liability insurance provider that I work with whenever we have issues or someone threatens a lawsuit they didn't see a need for increase on this operating schedule but we will go back to them.

Mr. Horton asked about how many employees are we talking about?

Mr. Soriano responded it depends on the employees that we hire. Some work very minimal hours and some will work 40 hours a week during the summer so it depends on those kids that we hire and whether they are going to be working a full schedule or they just want to be here on the weekend. We could operate with as many as 30-40 employees between the two districts. Off season you're talking about eight.

Mr. Morton asked how many incidents have we had in terms of liability that stems from the pool?

Mr. Perry responded I don't recall any. There have been incidents but no lawsuits. We've had other suits.

Mr. Soriano stated we've had lots of issues where I've had to deal with our insurance carrier and go through depositions but not at the pool.

Mr. Horton stated my only other concern you've pretty much answered that you can handle this.

Mr. Soriano stated I don't normally sit up here and blow my own horn but I do have a lot of experience doing this. The districts I've worked for were operated in this fashion but it's because there was a developer there. I know some of you received some concerns from the contractor. One of those points would be how heavily you guys are involved. I'm not looking

for that at all. There have been formats in other districts where the supervisors get involved in hiring and firing. I would never ask that. You guys are able to call me, come down to my office and ask me anything but I try to handle everything myself so that it's easier on you guys. I wasn't looking for anybody to help out with HR guidance or scheduling or anything like that.

Mr. Horton stated I wasn't really questioning your qualifications, I know you're more than qualified it's just that it's something else you have to do in addition to everything else.

Mr. Soriano responded I already do this anyway. I'm heavily involved in the summer and am here anyway. It's not a lack of their involvement it's just that I'm here anyway. If we want to we can very easily run it in-house.

Mr. Thomas asked if we say we're going to move forward with it then we would need the policies for employment?

Mr. Walters responded we will talk to the broker about that.

Mr. Perry responded we would be working with ADP or one of those firms and they provide all of the administrative services as a package deal. Nocatee used to use ADP and recently they brought that in-house. We wouldn't do that here. We have enough magnitude of employees to make it worth but we don't have enough to have that expertise for HR in-house.

Mr. Soriano stated that amount was part of that 18% you saw plugged in there. That is for things like worker's comp, payroll taxes.

Mr. Horton asked are you just going to look around and see what the pay scale is at other places?

Mr. Soriano responded in our area lifeguards are not that high. We would end up being one of the higher ones which I would prefer. Hopefully that will draw better employees to us. There are districts out by the beaches that pay \$10 an hour to start. I looked at what's here in the area, not lifeguards. We ended up looking at places like Publix where you can start at \$9.50 an hour for baggers or Costco is starting employees off at \$13 an hour. High school kids may not be able to compete to get a job there but even our market is going up in starting pay. Florida minimum wage has gone up to \$8.25 so with some of these low end wages I just don't see how we get good employees like that.

Mr. Horton asked what did the other district decide to do for pay?

Mr. Soriano responded they didn't give me direction of which way they wanted me to pay. I'd prefer to go the higher rate. I would also be working with a person such as Susie. We

have employees in place. I'm not trying to get rid of anybody and tell them they're only going to make this much or anything like that. I'm going to work with her to see where they're already at on that scale. There are a couple that have already been given higher pay grades for a reason.

Mr. Thomas asked what is the time frame?

Mr. Soriano responded this would happen rather quickly. We are not under contract with the contractor right now. We will be giving them a 30-day notice and will work with them on that transition period but it would be 30 days from tonight if you guys want to go that route.

Mr. Fagen stated like Jay said we will be glad to work with Jay and his team to make this as seamless as possible so none of our people are under non-competes. I think Susie is definitely a keeper and to the extent you guys can keep her, then great. I think she's been a strong performer so if that's Jay's decision then so be it. As far as notice is concerned, yes we are not under contract and we will be glad to exercise the 30 days, however I would prefer a request that our contract end on the 8th. Today is the 12th. That way it would be right before spring break and would help us out as far as on boarding employees is concerned and it would make it easier for us.

On MOTION by Mr. Davis seconded by Mr. Thomas with all in favor the proposal for in-house amenity staffing was approved.

Mr. Horton asked are we going to leave the pay schedule up to whomever?

Mr. Walters responded the last meeting there wasn't a direction on that. I think Jay's proposal is giving you the two sides of that coin, again not wanting to have the boards dive into the nitty gritty.

Mr. Perry stated I think that the end of the day he needs to do a little more evaluation of what employees are coming on and to see where they fall on the scale just to say automatically there is a raise for everyone is probably not appropriate so if you can give him that leeway.

Mr. Horton stated I was thinking if you start right at the top there's nowhere to go so maybe some in between area.

Mr. Soriano stated that's why on the proposal it says average; it doesn't say this is going to be the rate. There may be some that are well deserving of that increase and some that

are kept at what they're at but the higher average is what I was looking at on a competitive scale.

Mr. Horton stated so maybe if some returning employees are good they will be a little higher than some of the new ones coming on, something like that.

Mr. Perry stated we will work with Dan and them to make sure everything is transitioned as smoothly as possible.

Mr. Fagen stated I want to confirm that termination date so our last date would be March 8th, dependent on the other district.

Mr. Davis asked are there any issues with the termination date request?

Mr. Soriano responded we didn't speak about a termination date with them but I will have Jason make sure there's no issue with that.

Mr. Horton asked I'm assuming you ran it by Middle Village too?

Mr. Perry responded no they said they will follow the direction of this board.

Mr. Fagen stated I don't know what our out clause is, if any, if there's no contract so I don't know what our rights are but obviously we want to have a seamless transition with you guys. If we're onboarding 50 people, that's a significant expense to us as far as HR is concerned so I'd appreciate it if we could work together on that.

Mr. Perry asked can we just say 30 days from today?

Mr. Fagen responded that would mean that we're onboarding 50 people for spring break so again that means drug screenings, background tests. If we could just have a termination date of March 8th so March 9th being the Friday before Spring Break, which is really when you ramp up.

Mr. Soriano stated spring break is March 16th.

Mr. Fagen stated I thought it was the 9th and then the following week.

Mr. Walters stated how about we just say no later than 30 days. We've got to look at the contract and look at Jay's schedule.

Mr. Soriano stated I will double check the dates on spring break.

Mr. Fagen stated Friday March 9th is the end of the third grading period so March 12th is Spring Break. I believe we ramp up that Friday prior. I'd just like to work with the board to make sure we're not onboarding. That's a significant expense.

Mr. Soriano stated we will continue to work with them. They have talked to me about things like certification and let's say they offered to pay for somebody's certification and then a week later they're coming to work for us. I have no problem bringing to you guys that we will pay for it because we were going to pay for it anyway to hire them here. The same way if they have a drug screening or background checks for people that have contact with children. We are going to do the same thing because it's part of our process.

Mr. Perry stated we will work with them because there might be an issue with them doing the drug screening and then turning the records over to us. We have direction from the board and we will work through that with them to make sure you don't incur any additional costs.

Mr. Fagen stated we appreciate the opportunity. I think we've had a great staff out here and no significant events, which is a blessing. We're thankful for the team and appreciate the opportunity to serve you guys. Who knows how things will shake out five years from now or whatever that may be but keep us in mind. We want a smooth transition and ultimately we want a community that's running smoothly without events.

Mr. Davis stated the willingness to participate in a smooth transition is greatly appreciated.

SEVENTH ORDER OF BUSINESS Discussion of Amenity Policies

Mr. Soriano stated next month we will have the same night time meeting with Middle Village. This is something that we're looking at for the next few months, this is not something that you have to make a decision on tonight. Many of the times these are special requests whether it's from a supervisor or a resident. Our policies have not changed in years. We did an update back in 2013. Most of that was to wording so that we could have better clarification on rules. One of them was the guest pass. We put a 50 mile radius addition in there but it was still the same rule. If you had a house guest you could bring them to the pool but you can't just bring your friends from down the road. I haven't looked to do much on changes since then but we have had some requests over the last couple of years. I did want to bring forward one or two of them. The black font paragraphs with the numbers are how everything is written in our policies right now and the red version is the wording that I would like to see. The first one is addressing the children and their cards. Right now, we explain that children do not need cards. In the last few years after putting the computers pool-side and having staff in different places

including downstairs here at your sister district's fitness center we have recommended that families get cards for their young ones. However, with some issues that have occurred out there I want a good explanation that while kids are not required to have cards, there are times that we would like them to have cards. One of them is if they are coming to the facilities by themselves. This is part of the rules already that if they are going to be down here it's expected that we know who they are or where they're at or they're not supposed to be here. The rule was if you're not with your parents then you should have a card or you're not going to be here. Our security guards don't have a lot of confidence enforcing some of these rules when they argue with them that they're residents but they're 16 and don't need a pass then it makes it kind of hard so we are going to get to that point where we ask them to have a pass if they are without their parents. We spell out farther down that if they are bringing their younger sibling we would want that person's card that way it's not a 16 year old bringing a guest. We don't have enough time in the summer to be looking everybody up so we would ask that they have a card.

Mr. Davis stated I don't have any issues with that one.

Mr. Soriano stated the next one is really the wording. House guests bringing their own guests. The way we've always explained it is when you are a house guest we give them a card that covers that week and you are basically treated like a resident. That card opens doors and puts up a note on the computer that this is Johns Smith visiting from Alabama. We know who they are and they don't need the resident there with them. However, house guests don't have the ability to bring guests. Over the years I have worked to try to cut some of those policies out that seemed odd but it's one of those ones that people have argued with us that it's not in the policies so I would like to add that one in.

Number thirteen was a request. We get people that come to us about their guest pass when they actually use them. We don't have many people that use up all twelve guest passes. However, when you buy extra guest passes you pay for them in packs of twelve. It's always been twelve and it's been set to \$60. That is the equivalent of \$5 every time you bring a guest. I went through this years ago and did spreadsheets on what it costs for bringing guests. There are districts that do different rates, even for different days so that's where I came up with this set up. Our biggest problem is the weekend. Since we've put computers down at the pool we have been able to cut down on the issues of being over-packed. Last year was the first time that we had a pool facility shut down because we hit maximum capacity. That was your sister

district's facility. We don't have rules to say we're going to cut people out during the holiday or that you can't bring guests. I'd rather not get into that but by looking at some of those other districts the one thing they do is they have different rates during the weekday compared to the weekend and the idea is to deter people from bringing guests on a Saturday, Sunday or holiday. I was looking at \$3 for a weekday guest pass and on the weekend you will use two of those guest passes which would be \$6. This would also give us the option to be able to give different packages. Since we're going cheaper you can implement the 5 or 10 packs of passes and I would give them a better rate for doing that. Right now I go through all of those home sites and reload the twelve passes. There are some homes that as much as eight years ago have never run out of passes. We have to go through one at a time and pull those out of the system and then I have to punch those back in after I give the twelve for all homes. There are about 40 all together, about 20 of them have been there for years and they just never used them up. We would change the rate and they would become cheaper and we would also put an expiration date on these guest passes. We already give twelve free passes and most homes will not go through them.

Mr. Davis asked if we are trying to cut down on the additional guests, you've already used your twelve passes and you're going to buy some more, then why make it cheaper?

Mr. Soriano responded it actually becomes more expensive if they use them on the weekend or a holiday. If you bring three people with you on a weekend or holiday you have to use six passes. We don't tend to have problems on weekdays.

Mr. Morton asked that brings up the question do we need to specify what is considered a weekend? For some people a weekend starts Friday and for some people that's Saturday. Do we need to put Saturday to Sunday on there?

Mr. Soriano responded if we want to cut that out we can and make sure it says Saturday and Sunday. If you want to include Friday, you could. Really the only Fridays we have a problem with are on the holidays.

Mr. Horton asked fitness centers are where you get the guest passes?

Mr. Soriano responded yes whenever you are buying extra guest or house passes, everything is done at the fitness center.

The next policy under pool and water park was the same thing. I want to stiffen up that wording that if the kids are down here without parents that they have their own cards. The ages

are all staying the same so at 16 years old they are able to bring guests and siblings, we just want to know who they are without having to look everybody up. I had one incident last year where I had a child pass out on the playground and he didn't have his card but luckily I was able to find somebody that knew where he lives so we were able to contact his parents. If I had an emergency and everyone had cards I could just go scan their card and see their address and that is why a lot of parents have moved to getting their kids cards.

Mr. Morton stated in the first sentence I think you meant "of" instead of "at" after District card holder.

Mr. Soriano responded yes, thank you.

The next one is a new one. You don't have this one on your side, this is on the Middle Village side. They have changed their operations down stairs at their fitness center to match you guys a little more. It has worked out well and they've provided their residents with new machinery. With that though the one thing you guys did away with years ago that has worked out well was there are no guests in the fitness room. That is for you guys as the residents. They did not change that at the time you were changing it though we did put limits on the time. Guests were not allowed in at certain times so they do that those off-peak hours there. If that is something you guys want to consider, we do get requests from residents however it is not an over abundance of requests. The advantages we've seen as far as making sure residents have priority when using the equipment or making sure people are taking care of equipment we've seen it outweighs whether there are guests in there or not. I try to operate the two districts as closely as possible so that is one I'm bringing to you guys if you want to adopt that. It would be for bringing guests, just not at peak hours.

Mr. Horton asked you're talking about a guest pass?

Mr. Soriano responded any guest. Let's say you have a friend that lives down the street and you want to bring your guest, just as you do at the pool you can punch that pin number in and it allows that person to come in with you.

Mr. Horton asked they're going to pay one way or another with the guest pass?

Mr. Soriano responded correct, you would use a pin pass to get them in. At the moment you can't use your pin to get a guest in to your fitness facility.

Mr. Davis stated I don't think it's big enough.

Mr. Morton asked we're open from 5:00 a.m. until 10:00 p.m. and then we have an hour for lunch at 1:00 p.m. correct?

Mr. Soriano responded correct. I had it alternate so over here it would be 12:00 to 1:00 and when they open back up you're shutting down so one is always open.

Mr. Morton asked so we're pushing guests to a window of 9:00 to 1:00 and 2:00 to 3:00?

Mr. Soriano responded correct. It's a small amount of time. It has worked here, however they've always allowed guests. This would be a change for you guys.

Mr. Morton stated I look at it two ways. One, I think if we went to this, people would complain about that. Second, I go back to before we built the facility and thinking about it and our logic was wear and tear and I don't want a resident to have to wait on a treadmill because a guest is there. At the end of the day it is a resident's and they should have first right to use that equipment.

Mr. Horton stated I agree.

Mr. Morton stated it's one thing with the pool but the gym is small.

Mr. Davis stated there's only one bench. If there's a guest in there doing dumbbells I have to sit there and watch until he's done. There's only one cable machine. It's not big enough.

Mr. Soriano stated there really hasn't been any direction to change this side to follow Double Branch where they don't have guests either. It has been brought up but I don't know that they're going to change that. I can always bring that back to you. One thing we let residents know is that you can't work out here as a guest but you guys are able to under the policies the way it's written to right now. Middle Village does allow you to do it in those peak times so there is still something available.

Mr. Horton stated besides that, with the time frames someone is going to show up at the wrong time.

Mr. Soriano stated here they are lenient. Those peak times are set up by usage. Most of the time when we have a guest come over here it's not an issue.

Moving on this point is a problem that Middle Village has. For the first couple months I asked the staff downstairs to be lenient. There are a lot of people that are used to not using their cards when there wasn't staff so we've got people in the habit of operating the same way you

guys do. The one big problem we have here is with parents that bring in their under age kids. Fourteen and 15 year olds are able to work out with their parents. At 16 they can come on their own. This is for the parents that bring the 12 or 13 year old and tell us they're 14 or 15. Every once in a while we can catch it if we have time to go in and look at the address and go through the paperwork and they listed birth dates when they first moved in so this is one to solve a problem over here. If they're 14 and 15 and you want to bring them into the fitness facility then we would them to get a card.

Mr. Morton stated if there is an older sibling who is an adult and they are bringing in a 14 or 15 year old sibling I don't think that I would have a problem with that and then we're forcing the attendant to ask if they're a parent. What's more important than them being a parent is if they're an adult. I'm just hung up on that verbage. We live in a society where families look a little bit different than they used to and it may not be a parent, it may be a guardian or older sibling.

Mr. Soriano stated the policy has always been parents bringing in the 14 or 15 year old. It's never really supposed to be allowed to be an 18 or 19 year old brother. We can adjust that part of the policy if that's what you would like to see. I don't have a good way of proving they are the parent, even if we have the card.

Mr. Davis stated I see what you're saying. I think we can take parent out of it and say if you are with a district card holder, so long as you are 14 or 15 and have a card.

Mr. Soriano stated right now a 16 year old brother or sister can bring in the younger siblings to the pool. The main concern is with liability with some of the weight machines. Most fitness facilities are 14 and up so we could change that and say if you are 16 years old and you have a card you can bring that 14 and 15 year old sibling.

Mr. Davis stated verify their age.

Mr. Soriano stated that's a whole other policy. I can change that wording too if that's what you want to do.

Ms. Nelsen stated I think district card holder adult rather than parent.

Mr. Soriano asked would we say adult or 16 years of age?

Mr. Morton responded I think adult.

Mr. Soriano stated I can take out parent and insert adult. The change was really for requesting that they have their card to prove their age.

Mr. Horton asked are you saying #3 is a current policy? It says they can come in with a guest.

Mr. Soriano responded I apologize. Some of these were written from the Middle Village policies. Yours do not say guests. The guest part would be for the Middle Village facility and I will make the same recommendation for them, especially when it comes to the age because it makes it easier for the staff if they know what age group is allowed to bring friends and siblings if it matches both sides. The only difference is guests are allowed here and they are not allowed on your side.

The last page has to do with rentals. The wording on security deposit I'd like to change to booking fee and security deposit. It doesn't affect you as much as it does for Middle Village. We do have that club room that we rent out as much as a year ahead of time for a resident. The biggest problem we have with cancellations is because of our lax cancellation fee so they book a long time in advance and that takes away from people who are looking to get that room. Over here it causes a huge problem. You'll notice the deposit and rental fees break up and go to 50%, that can be quite a few hundred bucks but for you guys it's \$50 so it doesn't affect them that much so we get that issue with you, it's just not a huge revenue loss. When they sign up for something six months in advance and we get down to two months away from the event and other people have looked at that date. Now what Wanda does is she keeps a record of people that have been interested and she goes back and digs through and makes phone calls to try to fill the room when she can but that's a lot of work. When we increased on this side one thing that I looked at was how other venues did that. They do typically cut that out. Your security deposit is for holding that room. If you decide you don't want it a month later, that's part of losing your security deposit and that's the recommendation I have there. In most cases they would lose the 50% of that booking fee and security deposit.

The final change is I'd like to spell out the rates. We have merchandise and we've never had rates on those. Tennis has been trying to do programs over at your facility so I'd like to have those rates in there so we can say they're covered. There is a rate for advertising. We've been asked before about advertising and we've talked about building a better website. Our website meets the need, however it has come up many times. We don't want to pay a ton of money for a website but if we did something like advertising like some districts do that would help to fund it so I've put that option in there. With rate changes we'd have to do a

public hearing on approving those rates. We would do that down the road because this is something that Middle Village will go through during their next meeting. If you like a lot of these changes and the rates involved we would come back and do a rate public hearing during our regular meeting so we can approve those rates.

The next one is a special request from a supervisor at your sister district. It is for a nanny pass. This has come up in years past and we have stayed away from it. I brought a spreadsheet on other districts that do this. Basically the nanny pass is selling a short term membership to our pools. People want this for the summer and that's what this amounts to. As residents we pay our fees to be able to use the facility and we're trying to make sure we're cutting down on who is going to be here at the pools and then we have other residents that would like to find an end round. Just as they did when we were doing the house guest pass. You could buy a house guest pass for your friends down at Water Mill years ago and it got them in all week long for \$5. We got away from that. That helps to make sure these facilities are for us as residents. The nanny pass goes against that however there was a request to figure out how we could do it. Is there a way we can give those people that truly need a nanny pass that option? Right now we are required to open that up as far as CDD purchase. You can buy in to the district and pretty much every district has that fee.

Mr. Walters stated we're actually required by statute to have that because we have public facilities but we are able to set that rate.

Mr. Soriano stated basically when you buy into our facilities they get all the rights we have as residents. We set that rate just above the highest assessment rate so we made it \$1,800. We have four or five families that buy that every year and utilize the facilities. Doing a shortened version was very hard for me. I had to take that \$1,800 and see what they were using and figure out if we just wanted to get one person in and you're looking for that nanny pass, what would it cost. I've got \$900 for the summer. We kind of broke it down that \$1,800 works out to be \$150 a month so I set this to double that. From Memorial Day to Labor Day it's 99 days so this works out to be an extra \$9 a day basically. It is kind of expensive but I have these other rules that guarantee that is what they're using it for, they're not just buying a pass for somebody to be able to use our facilities.

Mr. Morton asked that's basically a twelve week period, Monday through Friday that I have a nanny so that's 60 days. What would prevent someone from just getting a guest pass at \$5 a pop for \$300 instead of paying \$900.

Mr. Soriano responded with the guest pass they have to show us that they live more than 50 miles away and that's where we start getting hit more with nanny pass questions because that what people used to do. If they wanted to get someone in that didn't live here they just bought them a house guest pass.

Mr. Morton asked but what if I have a nanny who lives in Nassau County?

Mr. Soriano responded there's always going to be a line and if they pass that line and they fall into it, they could.

Mr. Morton stated the second issue is with the parent's card being inactive. I understand why we're doing that but if I have a nanny and my wife and I decide we want to take the kids to the pool on the weekend, how are we going to handle that?

Mr. Soriano responded my argument to that was these are for the people that tell us we can't make it to the pool. We're open a lot of hours here. For those parents that truly can't make it to the pool out of all of those hours that we are open Monday through Sunday, morning to night, then that is where this fell in for them. These people who can make it but would rather do something else but we want our kids to be able to go during the day when I work, that deters this and proves you are the person that needs this.

Mr. Horton asked how many requests do we get for nanny passes?

Mr. Soriano responded usually it's the week of Spring Break that we start to get them and each year we might get 10. However, this was a request because of the complaints we get on Facebook. This was from a supervisor wanting us to find a way to at least tell them we've looked at this many times but to me, it's got to be fair. Yes, they're jumping through hoops but those that truly need it are going to do that.

Mr. Horton stated when we do something special for a nanny it's almost the same as somebody living in Water Mill that wants to be over here. If you really want to do that then pay the \$1,800 or whatever it takes to buy a membership here.

Mr. Davis stated I agree.

Mr. Soriano stated that's why we've stayed away from it. We have a few that are like that now. They probably would move over to a pass of that nature if there was something cheaper because they're paying that full amount.

There should have been one more on there for Double Branch. I was going to look for a rate increase on the rental of your club room. Right now it is rather cheap. It costs the same \$150 to rent that nice club room that it does to rent the paver patio for a birthday party. The idea is that nicer room is a country club style room so I would like to take that up \$50 for the rental. This was just for those Friday, Saturday and Sunday times and the holidays. It is noted as Friday, Saturday, Sunday, not weekends in our policies. I will not be looking to increase the weekday rentals. We have a special rate that we created specifically for the HOAs which was a two hour rental at a discounted amount. I'm not looking to take any of those up. Even though we would put in during our rate hearing, all of those people that have booked at this time all the way up until next year would get the grandfather clause.

Mr. Horton asked you charge \$150 for a four hour period and you pay somebody to monitor that at \$25 an hour so the district makes \$50 to rent the room?

Mr. Soriano responded yes your revenue is much lower. We've addressed this before. Your club room is a benefit for the residents and we've always looked at trying to keep the rental rate low. I've just been having problems with the thought that we have this nice room and we're trying to put a perceived value on it. You're paying the same as somebody who pays for a birthday party that have to clean cake off the pavers and take out the trash. I think the room should be a little higher value but it is not something I want to mess with our rental rates. I do like keeping it packed so I'd like to go slow. Maybe in a few years take it up another \$50. If you look at the market around us for rental rooms we are bottom of the barrel but it's residents only.

Mr. Davis stated I'm fine with the increase. I think it's a good idea.

Mr. Soriano stated I will re-type this and with those catches that we talked about in there. I'm also going to go through these with your sister district next month. When we go through the rate portion we can include that increase there.

Mr. Horton asked what about the advertising on our website?

Mr. Soriano responded that's more if we were to do something like create a bigger website. I think our website serves its purpose pretty well and it's not expensive and everything

is available and easy to get to, however, if we wanted something a little more interactive whether it's more expensive or time consuming we can counter that cost of doing something by doing advertising.

Mr. Davis stated we don't do anything with it now, it's just a what-if.

Mr. Horton stated I'm against advertising.

Mr. Soriano stated we get hit with that question a lot about advertising, especially from residents that have their own small businesses here. We get the request to sponsor some of our CDD events and I just stay away from it. We have a budget line there for it and I don't need the extra money but it is a request. I'm okay staying away from it.

EIGHTH ORDER OF BUSINESS

Other Business

There being none, the next item followed.

NINTH ORDER OF BUSINESS

Staff Reports

A. Attorney

Mr. Walters stated we discussed the most recent legislative updates so I will circulate that to the board by email and if you have questions on that, feel free to give me a call. It's starting to ramp up in terms of bills being filed. It is an election year though so that tends to steer clear of controversial issues. It will probably be a little more quiet but we will circulate that and it will ramp up as we get through the session and see what is actually moving versus what someone just wanted to file a bill on.

B. Engineer

There being none, the next item followed.

C. Manager

Mr. Perry stated based upon the actions of the board tonight with amenity staffing we will be doing during our budget process a bridge between what we currently have and then what we will be proposing for next year's budget so you can see the cost savings where we will come out for this next year. I anticipate for any of the cost savings to help build up our capital reserve funds instead of having a rate reduction for at least the first year so we can see where we're coming out and if we have to make any adjustments.

D. Operations Manager - Report

Mr. Soriano stated we just had our Polar Plunge in your pools this weekend. We had about 50-55 people show up. We've had about 13 of these events. It was one of the first events in the district years ago and I even have one family that shows up with all of their medals from every year. They are just missing one from the year we did the marcite and we didn't have this event because the pools were completely emptied. We have some tentative dates that I will be putting out to the residents on our upcoming events. For the Spring Campout we're looking at April 14th. Spring yard sale will be April 21st and the Spring Expo will be March 24th which is not ours. Generally I wait on everybody else to set their dates because I know it's hard for the soccer teams and I-9 to find space as it is. The Expo she makes money off of that event so I try not to mess anybody else up. So far I haven't gotten any issues or push backs from the dates we've picked out so as soon as I've heard from everybody I will send that out to the residents.

You will notice that our card printing is staying pretty high. Normally in the off season we may drop to as low as 50 cards printed for the month but the districts have stayed a little busier and we have a lot more of those empty homes filling up and on this side you have some units that are finishing being built so it is getting a lot busier in the off season. I'm hoping this is a good thing for Spring Break. It used to be people only came to us for cards the Friday before Spring Break so there may be quite a few hundred people standing in line trying to get their card so they can go to the pool. When it prints like this off season I'm hoping everyone is getting them in advance.

Moving on to the operations side, I have a couple of updates for you. I mentioned the leg curl machine in the fitness center. I was lucky enough to find a warehouse out in California that had multiple pins so I purchased a whole bunch of them and we put in a new one so it has been repaired and I have stock piled those pins so it will last for the life of that machine or at least until we're ready to swap out for new strength equipment. We have a few years still on that equipment that's in there.

I shot you guys an update on the column. If you've been out there you will notice there is an extension on rebar and blocks out there. We are still waiting on a right-of-way permit however I'm hoping he will start to build the center column soon, at least the block portion. His concern was the time on doing the forms for the decorative trim and molding that goes around the outside. The right-of-way permit is the County so whenever we're dealing with anything that's structural going in there or the fact that we will have a heavy piece of

machinery coming in to put the cap up they do want to know what's going on out there but we do have a vendor that's now working on that.

Mr. Horton asked because it's so hard to find somebody to make the plaque thing on there, I'm assuming he will make some kind of template?

Mr. Soriano responded I have two so if he can find somebody that will remake that one then we will be good to go. He's hoping the same people that are forming the decorative trim will be able to do it but if not, then my thought was we may strip the two columns in the median and fill those with bricks and that way I have enough to put on that column. That column and the one on the other side have sidewalks next to them so you will see all of the detail whereas the columns in the median you wouldn't know that there are four medallions going all the way around. That is a little labor intensive because they have to chip that out very carefully but it would give us the extra plaque if somebody cannot reform those.

Mr. Horton stated I was thinking if we could find somebody to do those for us we can get the template in case this happens again.

Mr. Soriano stated whenever we do this custom stuff I usually try to buy extra parts or get something that we can keep on hand for the future.

Mr. Horton asked that's what was keeping us from getting someone to do it initially, right?

Mr. Soriano responded that and the bricks are a hard one. I'm still not 100% sure he's going to be able to match the bricks but at this point it was about getting it as close as possible.

Mr. Morton asked is there any kind of estimate of when it might be done?

Mr. Soriano responded he was looking at one month out so that would be sometime at the end of February or beginning of March. I was hoping to see more of the column by now. They came in and created a new foundation. That was my request to make it a little more solid. It is not the hollow foundation that was there before and I am looking to back-fill the inside where before there was a space in between the brick layer that's on the outside. This one would cause more damage to a car. We've rebuilt a couple of these sign podiums in the entries and that's how we've rebuilt them.

Mr. Horton asked what about the waterfall pump?

Mr. Soriano responded that waterfall is off. I've mentioned before there are multiple pumps out there that are wired in line. There is a primary pump that has to go first. Many of

them have the old VFD's on there. All of our slides and our filters for our pools have these fancy computerized drives on them. Many of them are pretty old. This primary one, the first one in line did fry on me so I have to buy a new one. Because it's the primary one it runs everything else. I can wait until it comes in but if that starts taking too long I'll bring our electrician in to rewire one of the other pumps and move that to the primary so I can get the waterfall again.

Mr. Horton asked does that have to be specially made?

Mr. Soriano responded no it's just not something I can go to our pool supply place here or anything like that. It's an \$1,100 piece of equipment.

Mr. Davis stated I had a question about the expo. We have soccer and I-9 and the expo draws a large crowd. Has it ever been discussed as a possible if they could go to the food truck area to alleviate some congestion?

Mr. Soriano responded no it's always been held there and I don't think we've ever even made the suggestion. For years we've kind of stayed away from it because realistically that's the County's area. We lease a portion of it from the County and take care of it but when the idea of food trucks came in we were trying to figure out where we would put them and it worked out to be a good spot but for all those other events we don't really go over there.

Mr. Davis stated I'm just wondering because I know it gets congested with all of those things going on.

Mr. Soriano stated it does and I'm surprised she has enough to spread out because it seems like she gets more and more vendors every year. I know that she spoke to soccer about keeping their games going that day. She does like that traffic. Soccer spoke to me about it and I told them as long as they are able to make sure everything works well it's fine by us and please inform their participants because that is a day that not only do we have our towing services out there but Clay County Sheriffs will be out there and they are quick to tow somebody if they park on that road or on the grass.

TENTH ORDER OF BUSINESS

**Audience Comments / Supervisors'
Requests**

Audience Comments

Mr. Arturo Jommott, 3027 Whispering Willow Way, stated I'm new to the neighborhood. I know you have the weight facility here and one closer to where we live but

I've heard it was at one time open and had access 24 hours like this one is so I'm wondering why isn't it now.

Mr. Soriano responded that is a separate board that handles this side and that was a decision they made when they re-did the facility. They put in all new machines and spent a lot of money to re-do that. 24/7 doesn't work well when it comes to making sure that we're taking care of the equipment and then we have the issues of there being no staff there. People would use it when they don't live here or they bring in guests, things like that so this board made the decision to change it to operate as the board does here. Also, years ago if you remember the Double Branch side was 24/7. That was a conscious choice to say we want our facilities to be a little nicer and better kept up.

Mr. Morton stated the original fitness center was in the main building there where you enter to get to the pool and it was about the size of this corner right here and I don't know how much money when we built that facility, over a million dollars, and to Jay's point it's also the access point for basketball courts, tennis courts and what not and I think Ms. Nelsen and I were the only ones on the board on that time but the decision was made then from a security standpoint and trying to keep it in as good condition as we can to cut the hours because of the staffing.

Mr. Arthuro Jommett asked how are you open 24 hours here?

Mr. Davis responded this one changed as well. We had some vandalism issues years ago.

Mr. George Lanier, 564 Millhouse Lane, stated I have a question in regards to the lighting going back into Piedmont. I know Clay Electric handles the lighting. I did see some gentlemen out painting the poles and they were numbering them as they were painting. Those particular poles going back into the neighborhood don't have any numbers so when I'm on the phone with Clay County I can never tell them a pole number and we always have lights out going back into that neighborhood and we have a lot of people walking so it's a big concern. Every time I get off late at night I drive through the neighborhood and can count multiple lights that are out. I'm on the phone with Clay County and I'm trying to tell them where.

Mr. Horton asked are you talking about the lights that are in the actual neighborhood?

Mr. George Lanier responded it's on the walkway.

Mr. Horton asked are they near houses?

Mr. George Lanier responded some are and some aren't.

Mr. Horton stated you could give a house number.

Mr. George Lanier stated they were asking for a house number and one night I walked through to try to find a landmark for them and I put a little white tape and said I put tape on every one that's out. They were able to change out a few but there are still some that are out and I tell my kids to go for a walk at night and I don't like them walking because there are some lights that are out.

Mr. Soriano stated we report those to Clay County. I'll get on them and some of them might get fixed and some of them get left off the list. They do have a lot of lights in the county to get to but we will continue to report those. They did report the issue that many do not have numbering. When they were building the development they put up some on one side of the street and then the next year as they were coming the other way they would have two of the same light numbers so they would get confused when people were reporting them. They told me they were going to come out and that may have been part of the painting process. You'll see us painting the ones on the main road but I'm hoping that as part of painting they will go out and start a new numbering system. Last month Clay Electric also told me they are looking at changing their reporting. Right now you can go online to Clay Electric and call them up if you want too. The nice part when you go to clayelectric.com to report the number is it gives you a feedback email with a ticket number so when you call to follow up it helps out.

Mr. George Lanier stated Jay I've emailed you a couple times and it is regarding the column out front and I want to thank you for your quick response. I moved here about a year ago and I come from Mandarin and when I first moved out here I was excited because of the schools. One thing I can say is the year I've been out here I'm a little disappointed that I go walking every Sunday morning. I want the neighborhood to look nice. I came in late so hopefully the conversation that you were having with the board in regards to more staff on Sunday morning when I go out the upkeep will get better.

Mr. Soriano stated some of that had to do with other staff. At the moment we have one person that goes up and down all of those roads in a golf cart and that is a contracted amount. We can always do more. We've talked about how we could employ a person 24/7 to clean and we will probably never catch up to that. It really depends on how much we want to increase the budget.

A resident stated I have seen him picking up anything he can reach from the golf cart so all the stuff that's in the branches and the pine needles is still there.

Mr. Soriano stated yes it is a 40 hour a week position so for them to get off and walk the property it would take much longer.

A resident asked can we try to organize a neighborhood cleanup?

Mr. Soriano responded I can only deal with our staff but if you guys are going to do that as a volunteer neighborhood organization talk to your HOA and that would be a great thing.

Mr. Horton stated I've seen people on Facebook do that. If you're on Facebook and you think you want to do that in a certain area then you can go on Facebook and say you'd like to volunteer.

Mr. Morton stated I thought we did that one time several years ago.

Supervisor Requests

Mr. Thomas stated the sidewalks are starting to rise up as we're going for our bike rides and I don't want them to rise up to far again.

Mr. Soriano stated that is the county. Anything that runs next to the county road is the county right-of-way. The only sidewalk areas we own are the ones that are directly on the amenity center grounds. We have quite a few we have to break up on the back side of the soccer field.

Mr. Thomas stated I will continue my calls to the county.

Mr. Soriano stated that is even harder to get them on top of priority-wise compared to the lights. They do have a thousand miles worth of sidewalks in Clay County. It does help if you send pictures.

Mr. Horton stated the agenda has receipts in there and I keep seeing a lot of tennis stuff.

Mr. Soriano stated there are items we're trying to do on your side now. We're running a program over there and I have nets that are falling apart so I've asked him to order nets for us and that's something we have to pay for. We have the Tiny Tots tennis program starting up in a couple of weeks and he provides rackets for them to be able to use so if anything is bought for the Double Branch side to run a tennis program or equipment such as balls or the nets, that can't go to Middle Village, it has to go to Double Branch. If you see anything odd call me up

and I'll walk you through what is being used on the Double Branch side and what's being used in Middle Village.

ELEVENTH ORDER OF BUSINESS Next Scheduled Meeting

Mr. Perry stated the next scheduled meeting is March 12, 2018, 4:00 p.m. at Plantation Oaks Amenity Center, 845 Oakleaf Plantation Parkway, Orange Park, Florida.

TWELFTH ORDER OF BUSINESS Adjournment

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


Secretary/Assistant Secretary


Chairman/Vice Chairman