

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, July 9, 2018 at 4:00 p.m. at the Plantation Oaks Amenity Center, 845 Oakleaf Plantation Parkway, Orange Park, Florida 32065.

Present and constituting a quorum were:

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

Also present were:

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| Jim Perry | District Manager |
| Wes Haber | District Counsel (by phone) |
| Jay Soriano | GMS Community Manager |
| One Resident | |

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 June 11, 2018 Meeting**
- B. Financial Statements**
- C. Assessment Receipt Schedule**
- D. Check Register**

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

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| On MOTION by Mr. Davis seconded by Ms. Nelsen with all in favor the Consent Agenda, with exception to the lifeguard payroll, was approved. |
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On MOTION by Ms. Nelsen seconded by Mr. Thomas with Mr. Morton abstaining a vote, the lifeguard payroll, was approved.

FOURTH ORDER OF BUSINESS

Acceptance of the Fiscal Year 2017 Audit

Mr. Perry stated the audit was filed with the State at the end of the month. The audit is consistent with what you've seen in prior years. Page one is what's referred to as a clean opinion, which you've always had with this District. On pages 25 and 27 is the report on internal controls. There's nothing that was noted that we need to bring to the Board's attention. On pages 28 and 29 is compliance with management findings in prior years and the current year, which there are none. Lastly, compliance with the auditor general rules for the State of Florida and you'll see that there are no issues there.

On MOTION by Ms. Nelsen seconded by Mr. Horton with all in favor the Fiscal Year 2017 audit was accepted.

FIFTH ORDER OF BUSINESS

Discussion of the Fiscal Year 2019 Budget

Mr. Perry stated this is just a placeholder. Next month we will adopt the budget. I gave you a revised page 21 from what was included in the agenda package. What I've given you today is reflective of what the actual intent was when you improved this, which was to hold assessments flat with no changes. The one that was in there originally included some minor changes in the way the math worked out and the allocations. You'll see it corrected when we go to adopt this next month.

Mr. Horton stated on page five for management fees on site it goes from \$95,470 to \$110,470.

Mr. Soriano stated we did absorb two managers as part of taking on the hourly staff; the position that is over at the fitness center, which is Becky, and then Susie for the aquatics. Those two positions are now part of GMS' management so they are salary and we broke that down. That money was already there it was just going to another company to pay for those managers.

Mr. Horton asked \$15,000? Does that pay for their salaries?

Mr. Perry responded no, that's not their salaries. If you'll remember part of the component was there was a charge in there for each district of \$15,000 to breach the agreement. I think you have an analysis of the savings you've already accrued

Mr. Horton asked will that \$15,000 be there next year then?

Mr. Perry responded yes. Probably the best thing to show you is what Jay had done preliminarily to show you the cost savings by going this route and now showing you exactly what the cost savings are, including the \$15,000 that's in there.

Mr. Horton stated we're talking about cost savings but there's an increase.

Mr. Perry stated you're looking at one line item.

Mr. Davis stated there should be a decrease in another line item.

Mr. Perry stated if you look under recreation, the aquatics and athletics went down but right under that are also the pool attendants. The projections that Jay was using were probably worst case so the actuals are turning out better. You're going to have more savings. If you look at the budget here at \$107,000 for pool attendants projected to be at \$94,000 for the approved budget, that number is probably going to go down even further. Probably in the \$80,000 or \$70,000 range.

Ms. Nelsen stated staffing for the fitness center went down too from \$55,000 to \$47,500.

Mr. Horton stated it just seems like the savings would show up in the recreation facilities or the aquatics and amenities staffing instead of under administrative.

Mr. Perry stated the \$15,000 was a firm number for each District to go through and increase administration and management that Jay is having to do on site. What I'm saying is if you go down to the other line items that \$15,000 increase will be offset by other line items that will give you a savings overall for the District by going to those District employees. The best way to show it is an analysis of what we projected and where we're going.

Mr. Soriano stated I can send this to you but this was what we used when we did the proposal. We had this sheet here that showed the hourly costs. At the bottom you have a section for the two salary people, what they get paid currently compared to what I was estimating we would pay. We also have to cover administrative payroll and processing, things like that and then we gave everyone an increase. That's just that \$15,000 going to management fees, not to hourly. The savings on the hourly is up here. We could probably cut it based on what I'm seeing now but I wasn't going to do that as part of the budget.

Mr. Horton stated I understand that it just seems like it should show up under recreation.

Mr. Perry stated it's in the recreation fund. If we moved it to the general fund under accounting and so forth there are minimal costs out of that \$15,000. There might be 20-30% at the most related to the additional accounting if you will. Most of it falls on site here.

Mr. Soriano stated it's all under GMS, it's just where we put it on the budget. It's still on the recreation fund and it still goes to the same place.

Mr. Davis stated it's not going to the manager, it's going to GMS. He's thinking it's going to the aquatics manager.

Ms. Nelsen stated it says management fees.

Mr. Davis stated because that's what it is. It's being paid for them to manage that.

Mr. Soriano stated we could've just lumped all those lines together. All the hourly people lump together in our payroll, whether they are a fitness center attendant, lifeguard or pool monitor.

Mr. Horton stated it just seems cleaner if we're talking about aquatics staff it should fall under that category.

Mr. Soriano stated we can do that in next year's budget. There were a couple others like we have a repair and replacement at the fitness center and a repair and replacement for the rest of the District. I had talked about combining them I just didn't get to it this time. It's the same thing if I have \$10,000 to the fitness center and \$60,000 to the rest of the District, it's still \$70,000. It's just the management that are in that line item.

Mr. Horton stated they're still a part of the aquatics staff though.

Mr. Davis stated if I'm following correctly, it's under management fees because none of that \$15,000 is going to the aquatics manager, it's going to GMS to manage those two positions.

Mr. Soriano stated those two positions are now GMS positions so we also gave them increases when we took them on. That was the increase for us taking over.

Mr. Horton stated on page six, the cable fee increased from \$4,700 to \$8,150. How many televisions do we have there?

Mr. Soriano stated the cable fee is costs for voiceover IP phones, internet and the TV. That's only getting more expensive every year. As a commercial entity we pay two or three times as much as you would as a resident. Telephone is one line and that's actually our AT&T

hard line. We have to keep those hard lines as part of building code so the wires will still call out if there's a fire. Voiceover IP is not really acceptable yet.

Mr. Horton stated page six again under the janitorial for the fitness center there's an increase from \$13,400 to \$17,500.

Mr. Soriano stated that's a lot of supply cost. That's another thing that's only getting more expensive. We try to adjust based on what we spend and this year we've spent a lot more. The most expensive item you get over there are those disposable wipes. We used to do just a spray bottle and cloth which people didn't use to clean enough.

Mr. Horton stated the last one is just wording. On page seven it says, "The District will share the cost of an onsite manager, operations manager, weekend manager and rental coordinator with the Middle Village Community Development District". I believe we discussed this earlier and said there's really not that many people but we have all the job titles in there.

Mr. Soriano stated the weekend manager is a separate contract. The onsite manager and community manager is me so we don't need that wording.

Mr. Horton stated put a slash in there.

Mr. Soriano stated we've had to add two more though as we just discussed; the aquatics manager and the person at the fitness center.

Mr. Perry stated we will change it. In regards to the budget, at our next month's meeting we will be looking for adoption and that meeting will be at 6:00.

SIXTH ORDER OF BUSINESS

Discussion of Landscape RFP

Mr. Soriano stated I started the RFP process. We have gone through packet pickups and I did the tour where I rent a bus and we go around the whole property with the bidders. I go through detailed maps and expectations as part of that proposal packet that way everybody is giving us a bid that's apples to apples. I go through that pretty extensively with them so if someone has a question everyone gets the same answer at one time. After that point I have to do everything by addendum so if someone emails me with a question that they don't understand something in the packet, when I answer I have to copy everybody on the answer and they also have to respond that they've received the communication. We have had seven people sign up that have intent to drop off packets. These are seven large commercial

companies that have had experience with this RFP process in the past. We didn't have any small companies that we've had in the past show up that may not meet our minimum expectations. As of the end of this week they will be done with their answer and question period. Other than during the tour I haven't received any of those questions where I would send out an addendum but they have up until this week to do so. After that they have two weeks to put those bid packets together and drop them off to us. The deadline is July 27th to turn in the bid packets and I can then deliver them to you guys to pick them apart, look at the pricing, or check out their other properties if you want. What I had put in the calendar was for us to meet and discuss and do grading on the 13th of August. That is our nighttime meeting. We would then award by September. We also talked about setting a committee meeting at the last meeting so we could award earlier. If we want to do that, I spoke to Middle Village and they set their committee meeting with your nighttime meeting so we could possibly get all ten of you at the same time. Not everyone has to be here but you could take part in it. Middle Village's nighttime meeting isn't until the following week on the 20th. If we go that route we could award early with those August meetings if you are in agreement. That doesn't mean you have to agree to take the same contract.

Mr. Horton asked we will get the packets before then, right?

Mr. Soriano responded yes I can start delivering the packets the night of the deadline. They have to drop them off at 1:00 p.m. on the 27th. Middle Village did ask that I go ahead and bring them down to start grading them. There are a couple things that are straightforward. Other things are subjective and you guys will look at them and set your grade.

Mr. Horton asked are there certain subjects we should be looking at? Like do they have experience with other large communities?

Mr. Soriano responded yes as part of the packet you'll get a grading sheet that will have those areas. Price is a mathematical equation so I'll have already done that part. The experience part you can look through their packet, call around, or if you have experience with other neighborhoods they do you can grade subjectively on that. Your grading may be different than one of the other supervisors. I can't direct you on that part. You can call the references they have in their packet but you can also go visit properties. The only thing we ask you not to do is not to talk to any of the employees that are their as part of the contracted company.

Mr. Perry stated when you get the packets there are two components that are mathematical and Jay will go ahead and compute those so the other five or six are subjective and up to you.

Mr. Horton asked will someone with GMS look at them?

Mr. Soriano responded yes. There are nine packets dropped off all together so Jason gets them, Peter Ma gets them and we look through them. We are able to help with questions, we're just not part of the committee.

Ms. Nelsen asked but you'll have them graded as well, right?

Mr. Soriano responded yes. Personally do I grade the rest or just the mathematical components?

Ms. Nelsen responded I would like you to.

Mr. Horton stated I don't think it should be shared.

Mr. Perry stated we've shared them before. It's just a tool for the Board to use. You might completely disagree with the way he rates them. What I would suggest is you can look at that but don't focus so much on the actual points, but the overall rankings. We might give 20 points to one and you might say they're only worth 15 but they still rank number one in yours and our recommendation. You really want to look at the top three in case we can't enter into negotiations with number one and get a contract then we go to the next.

Mr. Soriano stated it's all public information too. Jim, Peter, Jason and I are outside the vote but you can ask us what we've seen and we're allowed to give you our opinion.

Mr. Horton asked the committee meeting would be at our next meeting?

Mr. Perry stated your sister district who just met discussed and voted on meeting on the 13th at 5:00 to have a committee meeting here. That way it can be considered as part of the budget. Obviously we can't make a change to the budget within an hour but if that's the direction we can vote on the budget and adopt it with that change you just wouldn't have the numbers in front of you that day. You would then go into your meeting at 6:00. Middle Village is the following week at 6:00. The only other thing to note is both boards voted to have the boards themselves be the committee members. That doesn't mean that all of you are going to show. Even if none of you show up it's still a committee meeting of the joint boards. Where I'm going is, sometimes when we do this we will have one or two supervisors show up, not the whole board. We don't have to have a quorum for the committee meeting.

On MOTION by Ms. Nelsen seconded by Mr. Davis with all in favor a joint landscape review committee meeting with Middle Village CDD at 5:00 p.m. at the Plantation Oaks Amenity Center was approved.

Mr. Perry stated just to be clear, staff will give you prior to the committee meeting our consensus of rankings.

Mr. Davis asked and packets will be delivered Monday the 1st?

Mr. Soriano stated if I can have everything torn apart and graded I can start delivering on Monday and I can contact you guys individually so I can drop them off at your houses.

Mr. Haber asked I haven't review the RFP package but generally my experience when you do an RFP for something like landscape, even though you do rank them because each entity is going to get a score, when you decide which company is number one that typically is a decision that is made at the exclusion of the rest. In other words, there's not typically a negotiation period and then if negotiations don't work you go the second, that's more for professional services like engineering or architects. On a contract for landscape, construction or otherwise, typically your decision is the first one and it's an offer and acceptance in legal terms and by virtue of ranking them number one you are essentially awarding them a contract they are obligated to enter into that contract with you based on the terms included in the RFP.

Mr. Soriano stated it may just be my understanding of a lot of other RFPs it's been negotiation but not always with a certain type of service. We've always done it based on the number one so it's always worked out that way. It's not something we have the ability to negotiate after that. Some of things we had mentioned to the sister district were additional items that weren't part of the RFP. I didn't want to have the change the RFP at this point to make sure we get apples to apples. So if we're adding in a location like at Middle Village for a couple of islands I don't want to go through and change that RFP at this point so that's what I was talking about negotiating with them after we award to number one. This would still be based on rating.

Mr. Haber stated yes it doesn't change the process at all, I just wanted to make sure the Board understood that I don't think there would be an opportunity to move on to the second ranked contractor. When you rank number one, that's who you're awarding the contract to. There is room for negotiation on things that are outside of the RFP.

Mr. Perry stated as Jay mentioned these are larger firms and they're familiar with the project. They've either done work out here or understand the scope of work. I doubt if we're going to have an issue when you pick a number one firm.

Mr. Davis asked the meeting was mandatory right?

Mr. Soriano responded yes the tour was mandatory.

Mr. Davis asked so everyone that we're going to be reviewing has done the tour?

Mr. Soriano responded yes. All seven companies except for one sent multiple people so I had a good busload.

SEVENTH ORDER OF BUSINESS

Other Business

There being none, the next item followed.

EIGHTH ORDER OF BUSINESS

Staff Reports

A. Attorney

There being none, the next item followed.

B. Engineer

There being none, the next item followed.

C. Manager – Website Conversion for Compliance with Accessibility for Disabled Persons

Mr. Perry stated we are in the process of updating our website for ADA compliance. That's for people that have disabilities such as sight and hearing. With that it's probably going to be between \$10,000 to \$15,000 for conversion and then going forward we have to make all the documents that we provide on that website compliant which is somewhat costly. We're still in the process of trying to get a firm that will give us a discount for multiple districts because all the districts in the state are going through this process. It's a result of litigation, specifically with ADA.

Mr. Horton asked how do you change a document for a blind person?

Mr. Perry responded it will be voiceover so the document is read to them. It gets very complicated with spreadsheets and audit reports and if you have pictures and things of that nature. It's not only us it's cities and counties.

Mr. Horton asked is it all new stuff?

Mr. Perry responded part of the problem is there's never been any defined guidelines so now there are some guidelines that have been ratified by the courts in some cases. There's still not anything concrete such as this is the specific format. There are recommendations and there were guidelines that were proposed federally but with the cutback in administration of policies and so forth by the Trump administration that kind of went on the back burner so that process kind of stopped but the legal process didn't stop so the courts have interpreted certain parameters for this. What we're doing is making sure that the District's website has the minimum requirements by Statute, which it does. Most of our District's, including yours, have more than the minimum standards. In order to not get overly costly we're probably going to revert to the minimum and have less information rather than more. We're addressing it for the District's official website and we also have websites that communicate with residents so we're looking at that which will probably end up being accessible by members which are cardholders because if you're not a landowner resident you can join as a member and pay a fee so it's going to get into kind of a gray area but in order to change that kind of website would be extremely costly.

Mr. Horton stated the lawsuit on that one, you're talking about the CDD website?

Mr. Soriano responded there are two websites. The official CDD one we have to address. Ours we're trying to figure out how to handle it.

Mr. Horton stated while we're at it, some of the links on there are dead. When you go to look at the agendas you click on it and nothing happens.

Mr. Soriano asked which website?

Mr. Horton stated the CDD website. I recognize you have some for Middle Village too so I tried their's and the links are dead too.

Mr. Perry stated there shouldn't be a link if they're super old. For instance the audits, we're only required to keep two years and we probably have four or five years or more. I'll look into it.

Mr. Horton stated it seems like once you have it there it's not a big deal to leave it.

Ms. Nelsen stated remember we have that site because of government compliance issues. Sometimes less is more.

Mr. Soriano stated it could be storage capacity too but I'll find out for you.

D. Operations Manager - Report

Mr. Soriano stated I spoke to the person in charge of the food trucks about the ability of doing two different days. They were happy about that, the only I asked them to do is not step on anyone else's toes. A lot of times we have District events on Saturdays. She's fine with that and understands. I reminded her that everyone needs to be in compliance with what we've asked for, doing paperwork and getting the required insurance. She hasn't given us any hard dates yet that they're actually going to change. Right now they're sticking to those Fridays. She was looking more at starting in the Fall and changing around some dates here and there that they thought would work better. They're doing pretty well right now but the one way they get around that is they limit the amount of trucks to make sure they sell out.

Mr. Davis stated a couple times I've gone over there after football practice and because there's a limited amount of trucks everything is sold out. I understand why they do it though.

Mr. Soriano stated I always recommend people going early. They've had nights where they've had extra trucks and then they get upset because they don't sell out. She wants to make sure she can invite them back.

Mr. Horton stated those churches are still having trucks over there. There's another truck that sits across from the retirement center there.

Mr. Soriano stated yes. That is outside our property however he is one that we may end up towing because if you notice every once in a while you'll find him parked in the Village Center overnight. I've warned him about it. There's a reason she hasn't invited him to those food truck nights because he doesn't supply the paperwork and he continues to do his own thing out here. She's asked everybody to follow rules we set.

We had our first dive-in. We haven't had one in quite a while and everybody really enjoyed it. I planned that in the middle of week because I wanted to keep it low key. One, we have an issue with lighting out there so I wanted to keep it safe. We had almost 250 people out there. If you get our SMS texts we sent out a reminder of it earlier in the day and it was raining. I can't really refund people for those. The cost is so low and I have to pay staff to come out, food and prizes so we sent out that it's a rain or shine event but I figured it was going to clear up. Last minute we had about 90 pre-register and we ended up having a line from the front desk for the pool all the way out into the parking lot. It's dark out there and your facility does not have deck lighting. That's one reason we can't have night time swimming. Starting it was a little tough because it's light out for so long so I started it at 8:30. Families didn't really seem

to care and they got close enough that they could see the screen and as it got darker some spread out and played. We got a lot of good compliments. We will continue that. We are doing a dive-in over at your sister district. Your deck can only hold about 300 people and this side can hold about 700 so I plan on a lot more people, a lot more staff and a lot more food. The food is free as part of registering. We may get over run but we will see. This one is themed around Shark Week. It's actually the Thursday before Shark Week starts on the 22nd. If you've gotten into that it's a big market. We will be showing Shark Tale for the kids.

Mr. Horton asked will you have a lifeguard swimming around with a fin on it's back?

Mr. Soriano responded they will be playing games. We will have sharks and minnows and things like that. They were able to play a few games until it got dark. Lighting may be something we want to look at in the future for things like this.

Over here your sister district has swim team and they are done with their last swim meet and they have about one more week of swim practice and then they will have their championships over at Cecil Field and then they're done. This adult pool will calm down once the swim team is done.

Moving on, you'll see our numbers stayed up pretty high. We had an issue with lighting strikes that took out our access system for about two weeks. You had problems with lighting strikes as well. We had two irrigation controllers that got knocked out. One at Cannons Point and one on loop road. Unfortunately, the one on loop road was only put in August of last year and I can't use the warranty if it's lighting. The one at Cannon Point looks like it's fine so I'm trying to get that one covered under warranty. Each one of those are about \$900 but between the two of them it's not worth our deductible.

Mr. Davis asked did that get struck by lightening last year as well? Should we move it?

Mr. Soriano responded no, the line was struck somewhere on the playground. The line on loop road is well over a mile long and we have zones so if it strikes anywhere in there it's going to go all the way back to the controller. They are grounded properly. Usually Clay Utility or JEA has to come out, and check out the meters. Sometimes we lose meters and that's not on us to replace. The first thing I do is double check everything was installed correctly. It was all just attributed to lightning strikes so there's nothing they could do about it. On this side, this building was actually struck on the chimney. One of the decorative pots exploded and we actually had some cars that got hit by the parts. They didn't lose any major items but we did

lose a lot of the 12-volt system that runs our access system. Basically we're recording a half a month on those numbers. Everything on your side is back up and running by the way.

Mr. Horton asked while we're talking about the irrigation system is there anything in there that prevents those things from turning on if it's raining?

Mr. Soriano responded there is but we're not really overwatered at all even with them coming on. You could spend a lot of money. We have those tiny rain sensors that don't really work because the zones are so large. It could be getting a good amount of water on Luke Road and all the down on the other side you won't be having anything so if it turns off and we get a good amount of rain for a week over there you may start drying out the sod so we really don't do that. The best way to do it would be to install soil sensors which are really expensive. Those actually spread out along the line and will detect how much water is in the ground. The amount that we waste is no where near what we would spend for soil sensors.

Moving on to the operations side, there are a couple of open items. Two meetings ago we approved the extra amounts for sodding. We have a certain amount in our contract and if I want more there is pricing as part of that contract. We approved 10,000 square feet more and they have no come back that they would ask not to be held to that. Since it's not part of the contract that they do 10,000 square feet more they don't want to be held to that contract pricing. The contract pricing set up from DTE back when we signed the contract was anywhere from .43 to .45 a square foot on your side. Over here it's .37 a square foot depending on the type of grass. They're charging somewhere around .75 a square foot, so almost double. They see it as they're losing a lot of money to be held to that contract pricing. What that means to me is we can either push them on it or we can open it up for bid and see if someone else will give us a good rate.

Mr. Davis asked didn't you say in the contract there are specific prices for add ons?

Mr. Soriano stated an expectation yeah, it doesn't give us a number saying you have to give us 10,000 square feet at this rate or anything like that so I don't know that we can hold their feet to the fire. I have concerns with that. We're getting ready to come up to a time where we're going to pick landscapers so I have concern with putting something out for bid that could go to somebody else and then we have multiple contractors out here doing the work. I would rather just hold off on this. It's a couple months until we award and it's the next fiscal year so it wouldn't be until fall that we could do an install. Our weather is pretty good that if we do it

quick enough we can do that. The money is already there but I'd rather hold off and not have to pay twice as much.

Mr. Davis stated I agree.

Mr. Horton stated I'm okay with that.

Mr. Thomas asked this is our current company?

Mr. Soriano responded yes. I ask for direction from the board just to hold off on that extra sodding until we're done with the RFP process.

Mr. Davis stated I think we can all agree with that.

Mr. Soriano the last item is the fence line at the Oaks. If you remember we went through this last year and it's been brought up multiple times before that. We tried to figure out some solutions for this area. This is a wooden fence that surrounds the playground and goes into the neighborhood. Some of it sits on our property and some of it sits on residential property. We looked at just fixing the ones that are in our area. We got pricing and decided to wait since it wasn't something we were required to do but it does look a little ugly. We left it to the homeowners if they wanted to address what was in their backyard. The HOA has come to me about getting this done so not only would it be finished and taking the complaints off their back but it allows them to set up some rules for some of those other neighbors inside. They've also been asking about changing the fence to white vinyl fence. I told him we weren't really interested at this time. They've offered to pay half and split it with us. If we did the white vinyl that is standard it would be almost \$12,000. If we want to split that the HOA would give us \$6,000. That would take care of the playground area and that L-shape on the other side that surrounds those oak trees so the things that would border the property that is actually District involved.

Mr. Davis asked who accepts responsibility or ownership of the fence moving forward being that we're splitting the cost?

Mr. Soriano responded we would probably end up pressure washing it just like we do everywhere else because we don't want the white vinyl fences to get green and ugly. Whenever I can if I can prove it's the owner that damaged it, I'm going to the owner and trying to get something from them. Right now we cover all that whether we own it or not.

Mr. Davis asked do you see a problem being that some of it is on homeowner's property like saying you killed their grass from pressure washing.

Mr. Soriano responded yes and we have had that before also. Right now the wooden fences are bolted to the brick columns. Most of it will be pulled off. We still have that 10-foot easement so as long as we're in that easement we will be okay. We will probably still get a complaint here or there about pressure washing.

Mr. Davis stated as long as there's nothing out of the ordinary I'd be willing to pay for half of it.

Mr. Soriano stated I'd probably ask for a not-to-exceed just in case at maybe \$13,000. I told the HOA I thought it would be \$14,000 so he was prepared for splitting \$7,000. This contractor that gave us the proposal is the one that usually works for us so he may not change it much. We did talk about the more expensive brown vinyl that looks like wood because the Oaks has a different look to it. We could have a black split rail instead of the white split rail that's everywhere but I don't know that we need to go that route. Everything matches out here. The six-foot sequoyah-look vinyl was \$27,000.

On MOTION by Mr. Davis seconded by Ms. Nelsen with all in favor fencing for the Oaks in an amount not to exceed \$14,000 splitting the cost 50% with the Homeowners Association was approved.

Mr. Soriano stated I'd like to report on how the staffing is going. We've gotten into some of those full months where we don't have the alternating schedules. Usually June and July are the most expensive months for staffing. I haven't gotten July back yet. Looking at how we're doing now paying those hourly positions at the front desk, the lifeguards, pool monitors, etc for the month of June the two payrolls that I've processed we've paid a total of \$13,060.48. In comparison to last year for June we paid the contracted company \$29,674.14. Every year is a little different, especially because of the rain and we have had a really wet summer and I've gotten on them about saving money where we can. I've worked with the supervisors and the aquatics manager on looking at those schedules and sending people when we can but not cutting ourselves short so we can open backup, or even sending everyone home and closing up for the night completely. Back in 2016 the amount June payroll added up to \$28,341.90. When you look at ours in comparison it's about \$15,000 in savings. This is along the lines with everything I proposed. What we talked about earlier, that \$15,000 is well covered by all of the

savings. I really didn't adjust the budget too much. I knew we were going to save money but confidence wise if the money is there I'm going to leave it in the budget and make sure we were going to see those savings and right now we are seeing it.

I have one last item. One of our trespass issues Mom has talked to me and it's from almost two years ago, January 2017. He has a two year period and I let them know that. He is asking to come back in. I told him we aren't into rescinding these. He understands he had a problem and he wrote me a long email. I'd like to talk to the kid myself but I've talked to Mom a couple times. She's asking that we rescind that. She understands she just feels that he's done his time. I'm fine with it. I'm just not fine with rescinding ones that are only a month later or week later.

Mr. Davis asked how old is he?

Mr. Soriano responded 17. At 18 they have to update their drivers license anyway. We have a lot of those that are involved in problems at our basketball courts and we find out they are 19 years old and living at home. I start going through their paperwork and find out they need to update them. We made the changes this year to the policies so that staff can get a little more strict. Everyone is supposed to have their IDs on them. If they're children, they either have to be with Mom or Dad or they have to have their ID on them. As far as this case, this is one I would be fine with rescinding. I told her you guys may not agree since we've been pretty much zero tolerance.

Mr. Horton asked how much are we shortening it by?

Mr. Soriano responded January would be the two years.

Mr. Davis asked how many others are out there that find out he got his shortened and they come in and ask for the same thing?

Mr. Soriano responded that's where we set a precedence too whether it's zero tolerance or we say you can come to us and ask for forgiveness after a year. I would say more of the ones we've seen lately we've had more problems at the basketball court at Double Branch over this last year or the soccer fields. We even had a physical fight on the pool deck a few weekends ago. Staff can only do so much.

Mr. Davis asked kids or adults?

Mr. Soriano responded these were high school and college age children. However, one of them was checked in by Mom and she was there and they made it out before CCSO arrived.

We can't ask CCSO to trespass them unless they're currently on our property but we did ask them to go because we knew some of them were minors and we wanted to make sure there was nothing that they were going to come to us later for. There were no issues and they elected to not press charges but at least there was a report made and that's what I'm always concerned with.

Mr. Davis asked is he booted?

Mr. Soriano responded we can. I don't normally do that. In our policies we have that step order, first offense, second offense and third offense. It does give me the ability to turn their cards off until they come talk to me but it doesn't allow me yet to take their rights away completely. You guys could make that decision if you wanted to as the Board.

Mr. Davis stated if you put your hands on somebody it's different than first offense being you cussed out the security guard or jumped the fence.

Mr. Thomas stated if we're talking policy it needs to be in place. If it's a physical altercation, in my opinion you're done.

Mr. Soriano stated that's a board decision. I can deactivate their cards until the next board meeting. Basically what you would do is kind of like a disciplinary meeting. I would bring you everything I've found and present it to you guys. I try to get staff to call Clay County when they have serious problems. There are residents that say that's strict but the problem is we do have issues that we have to have that here. If Clay County is called first and they're there then it takes it off our hands and we don't have to have a disciplinary hearing. If you get trespassed you're gone. I do prefer Clay County to be involved. This was one where they got away. We didn't have the off duty officer at that time.

Mr. Horton asked did you catch it on video?

Mr. Soriano responded yes, I haven't gone through the video. Clay County said there's nothing they can do about it unless someone wants to press charges.

Mr. Horton asked did they throw a couple punches and quit or was it a knock out, drag out thing and everybody is watching this thing happen?

Mr. Soriano responded from what was explained to me it was more like a high school fight. There were no major injuries and I guess that's where Clay County felt that they didn't need to do anything. I don't believe anybody like that should be down at the facilities.

Mr. Thomas stated there should not be because of the safety of the residents. One of the bystanders could have been injured and in this case there's pushing and shoving around the pool and there are kids. If you and I get into a shouting match and I push you over you could fall into a kid. Even if they don't press charges I feel that there should be consequences from us immediately especially if we have it on video tape and our guards and managerial staff that witnessed it. If they witnessed it I'll take their word and say that's it, you're gone.

Mr. Soriano stated I'm completely in agreement as far as taking away their access rights for an extended amount of time. I can turn it off until the next meeting.

Mr. Davis stated let's do that. You have information on both parties right? So you can turn them both off.

Mr. Soriano stated I have names from the other kids. I have one adult mother that I can talk to. She wasn't involved but she checked them and the way it's spelled out in the policies is she would be just as responsible as the rest of them. She could lose her rights to but that's where I leave those things to you guys. I can turn their card off saying they have to come talk to the Board.

Mr. Horton stated if we do something here we're going to be setting a precedence even if there's not a trespass so whatever we do needs to be standard.

Mr. Soriano stated that's the way it's spelled out in the policies right now. The most I can do is turn their card off temporarily and then you guys as a board can make a decision of taking residents privileges away.

Mr. Horton stated what I'm saying is if the board is going to take some action then it needs to be the same for every instance.

Mr. Davis stated but every instance is not going to be the same. You've got somebody pushing somebody over and then hitting someone in the head with a baseball bat is not the same thing.

Mr. Horton stated well yeah but as much as we can.

Mr. Soriano stated that's where those disciplinary hearings come in. The way we're set up you still have to do that due process. You're still going to go through that hearing and give them the opportunity to appeal so you'll get a chance to hear each side of the story or their apology and you can decide based on each individual case.

Mr. Horton asked you're going to turn off their access and the board is going to look at it at the next meeting?

Mr. Davis stated I was trying to get back to his original question about the young man wanting his suspension rescinded.

Mr. Soriano stated that to me is completely different. That's why I feel comfortable shortening the time period but I've always warned her that we don't like to rescind. I have a hard enough time dealing with CCSO right now. We have a couple of officers that don't like to come out there and trespass because they feel they're going to get involved in a situation where they're going to have to show up in court and say they shouldn't be trespassed. One has argued with me that as paying residents they're not able to be trespassed, which is wrong. I prefer to have someone trespassed so it's out of our hands.

Mr. Horton asked how many people are we trespassing?

Mr. Soriano responded this year alone I'd say around ten for the two districts together. Double Branch has been worse over this last year. We had two last month.

Mr. Horton stated my worry is if we let one off early then those other ten might say what about me?

Mr. Soriano stated the difference is those were last month and this one was two years ago. Every single one is going to ask me and I'm going to tell them my feelings but they still have the right to come in every single meeting and ask for this.

Mr. Davis asked what are the conditions on his?

Mr. Soriano responded he talked back to the officer so the officer decided to trespass him. He wasn't fighting. He was refusing to leave and he didn't think anyone had the right to tell him to go. I get that a lot at the pool. Staff will tell them the rules and after they get a little belligerent with the staff they tell them if they are going to act like that they have to leave and most people say no, you don't have the right to tell me to leave.

Mr. Horton stated we've got to stick with our guns on this.

Mr. Davis stated I'm fine with a zero tolerance policy on it.

Mr. Horton stated he might be a good guy but he shouldn't have done it in the first place. If he's done it once there's a real good possibility he could do it again.

Mr. Soriano stated it takes a lot to be trespassed.

Mr. Davis stated we've had to do it at the ball park a couple times and it's the same thing, it's a community park.

Mr. Soriano stated you're side has had more of an issue whether it's the soccer fields, the pools, or basketball court this last year. I'll let her know. She can always show up. She has the right and it's a public meeting but I'll let her know where we stand right now.

Mr. Horton stated I've seen multiple repairs to the fence at the basketball courts. Is somebody tearing it up?

Mr. Soriano stated we were attaching the bars across the fence. When we first put it on we put them on the ends and they were able to pick that bar up. Over here at your sister district we had problems where we actually paid for a whole other security guard. At first it didn't help. It seems like it helps more when we take privileges away and call Clay County and make it a legal thing.

Mr. Davis stated I think any damaging of the property that costs the residents money should be a one and done.

Mr. Soriano stated after we fixed the fence the last time it seems to have settled the last month so hopefully it stays that way. We're also putting in some landscaping to wrap around the entire basketball court. I think it will not only look nice but also stop people from sneaking and block some of the noise from the court.

Mr. Davis stated I lived in the neighborhood up in Highland Lakes off Argyle and the Homeowners Association actually took the basketball courts down.

Ms. Nelsen stated we thought fencing and the check ins would eliminate some of these problems and it did for a while. I'm not opposed to replacing them with pickle ball courts.

Mr. Perry stated I was just going to say we had a district that changed them to pickle ball courts.

Mr. Davis stated if it gets bad enough.

Mr. Soriano I would say fine but I also don't want to move problems from one district to another.

Mr. Horton stated I think I figured this one out. You replaced the desktop computer?

Mr. Soriano responded yeah we have one computer I try to keep separate for the access system. It keeps a lot of information and I've had to replace it once before. It is very extensive and I have to make sure everything goes in correctly. I've separated that out to where we

shouldn't be doing anything else on that server system. The other computer is one of the original computers. The desktop did make it quite a while.

Mr. Horton asked what about the main line repair at the volleyball courts?

Mr. Soriano responded that is the six-inch line. It's one of our few very large lines and we had a mud puddle that wouldn't go away so I had to start digging that. When they got down deep enough they saw there was a pipe down there that had a small crack so they had to cut out a big section. It is a lot of digging and I wasn't happy about the invoice. Anything above the three-inch is not part of the contract.

Mr. Horton stated the budget mentioned the storm sewer grade inspections and cleaning. I wondered if we've done that this year.

Mr. Soriano stated we do them every month. During hurricane season I do them a little bit more and send the guys out to check the boxes. They also check the ponds. Are out outflows get packed with trash and that slows down the flow. In our contract we do that on a monthly basis. Right now sometimes we will hit them twice a month. During storm season we could do them every week. That time a year I call out Clay County too because a lot of that system is their's.

Mr. Horton stated have we talked about the security on the ball fields?

Ms. Nelsen stated that's coming under supervisors' requests.

SEVENTH ORDER OF BUSINESS

Audience Comments / Supervisors' Requests

Mr. Thomas stated I was out at the ball fields yesterday and there were about 30 to 40 high school kids running a football game and a fight broke out and one of our residents young son happened to be walking by so she ran over there and was obviously concerned. This young man was on the edge of it. It was just between two but nobody was separating them. They went it for a little bit and one resident went running in looking for our security guard who was indoors at the time and another resident went ahead and called Clay County. The fight died down and then a few minutes later the same two resumed their fight. They finally broke it up and one of the two that was involved in the fight left. I was out there for another hour and I didn't see Clay County show up. By the time our security guard got out there he didn't even approach them, he just hung out by the basketball court. After listening to the residents talk at the playground, I'm proposing an extra guard for that area. I understand our guards out there

are for observation and recording but if you're sitting inside you're not really monitoring that large area so I'm asking the board that maybe next summer look at doubling the security guards for the summertime hours, that way the guards can actively be monitoring. If one needs to go in for a break we can at least have one still actively monitoring. Our security guards, if they see and altercation going on, are they able to record it?

Mr. Soriano responded yeah they should. They don't really have much to record with if they're on duty.

Mr. Thomas stated I'm saying if they have a cell phone. I didn't know what all they could do.

Mr. Soriano stated they won't be able to grab and hold them. They can ask for ID and at this point if they don't have ID they should be gone. They shouldn't get into a fight a second time. I don't want people to start throwing discrimination out there because we can't be out there and check everyone's ID on the soccer field. It's easy indoors and it's easy at the pools. I can even go backwards and look at pictures and find out who the culperate was in a certain case. Here it will be a little harder.

Mr. Davis stated they should only be asking for ID if they're causing some sort of problem which in that case it's not discrimination.

Mr. Soriano stated yeah. He should have asked for IDs so if they can find out who they were and record the problem or ask them to leave if they don't have ID. It would have been better if Clay County could get out there. Depending on the time we don't have off duty officers here. Recommending more security, you're still going to be limited and our security is low cost security. It's more of reserve and report. Clay County can actually do something. We pay a lot more for extra officers but there have been times we've done that. If you remember years ago we had problems with spring break every year it seemed so we always paid for an extra officer to be out there during spring break. We've been able to whittle that down because of the system we have at the pools and we can control who's coming in. I hate spending extra money but that may be the better route.

Ms. Nelsen stated sometimes I feel like maybe we need to just do a random week where we ask for an officer and maybe once the kids see them out there.

Mr. Davis stated I think it's a fantastic idea because it's such a big area if you saw him last week, just because you don't see him this time doesn't mean he's not watching.

Ms. Nelsen stated I'm okay with spending the extra money for the random checks.

Mr. Davis asked what's expected of our security guards for that area?

Mr. Soriano stated they just walk around and make sure everyone is following the rules but they even go to the fitness centers.

Mr. Davis asked do we have a designated outdoor security guard?

Mr. Soriano responded no it's one that does everything so he does the pool and the buildings.

Mr. Davis stated that's a lot of ground covering for one.

Mr. Soriano stated we used to send them out to the playgrounds too but we got rid of that because we had more of a concern with the amenity center.

Mr. Thomas stated I'm looking not only to send a message to the people who want to act like hooligans in our common area but also the residents that we do actively have people monitoring.

Mr. Davis asked can we get another security guard and a bicycle or golf cart that way he can make the rounds?

Mr. Thomas stated you say we're paying for the minimum are there other security services out there?

Mr. Soriano responded I did bid it a couple of years ago. Right now we equal out to about \$13 hours so basically another staff person. It's now \$29 for CCSO off duty so there's a big difference but that's where you're going to get to anyway if there's a big problem. When we looked at the other security companies you're looking at \$25 hours or even some security companies that are trained and armed. They're not \$13 an hour like we have.

Mr. Davis stated the pool, the soccer fields, and recreation is a huge deal and I would think that we should secure that and make it as enjoyable as we can. We can spend \$7,000 on a fence and \$3,000 on trees to keep somebody from parking in the grass I think money is better spent.

Mr. Soriano stated the direction I would look at if you really want security we may have to look at going to a whole other firm which is a lot more.

Mr. Davis stated we're managing the lifeguards, what if you hire someone?

Mr. Soriano stated we do have security and we have handled that at other places but I am not as comfortable with that. I have no problem with our own lifeguards and licensed

electrician but security is a little tough and I don't feel as confident. We can take that on and we won't spend \$25 an hour but as far as feeling comfortable on how to train them.

Mr. Davis stated I'm okay with \$25 an hour if you have somebody that's worth \$25.

Mr. Soriano stated if you want, we can look at that. If it takes me a month or even until next year to come up with a plan and even if we want to do it in-house we can do that. Short term though I would say we should look more at whether we want to do an extra guard which I don't think is going to be that beneficial. It does give the appearance that we're doing more at least.

Mr. Thomas stated it does and I think right now because of the negativity that's been experienced out there, if it's \$13 an hour if we just do it until school starts.

Mr. Soriano stated it's a little more costly but I would still recommend giving more hours to the off duty officers.

Ms. Nelsen stated then if we have an issue at the pool deck they're right there.

Mr. Soriano stated right now the way it works is we split that cost during the week and they go back and forth. The weekends there's one in each spot.

Mr. Perry asked does it seem like it's more of a weekend issue?

Mr. Thomas responded it does seem more like a weekend issue due to the fact that there are practices going on during the weekdays. If we temporarily approve an off duty officer for the rest of the summer for the weekends I'm looking for guidance from the board on how we can address this because it could have easily have been my daughter walking through with these kids fighting.

Mr. Morton stated we've had fights there before and I'm not dismissing it but it's one event that we know of so far. I share concerns about the security folks because it's not the first time they haven't been there when we need them. I just would be concerned with costs and where that money comes from.

Mr. Horton stated that's my thing. We do have somebody in the evening hours out here.

Mr. Soriano stated you have one by himself. When we had the fight on the pool deck that was before we had an off duty officer here.

Ms. Nelsen stated if we had somebody they could have gotten there.

Mr. Davis stated when we're paying for an officer what is expected of them? Do they walk the area? That's such a large area. If you're sitting in the parking lot nobody cares so it's not worth the money if they're going to be present.

Mr. Soriano stated they're supposed to make their presence known. The problem is that some officers are better than others. I had one that's happy to get into an issue where he has to chase somebody down. He's chased kids out of the basketball court and run down the road after them. Others will just sit there and let them go or give them multiple breaks which is fine if they're trying to make that connection with the kid. The problem is when our other officers have given them breaks too and it doesn't really end. They do get out a lot more on weekends because they have the time and they're not going back and forth. This would be an extra one so this would be one that just stays over there and make his presence known.

Mr. Davis stated I just feel like over the years we've spent money on Crape Myrtles, bushes, equipment to put around the field and now fencing so I think securing that area a little better is money well spent.

Mr. Thomas asked what can we do now between now and when school starts? I'm not saying problems are going to go away when school starts but generally it would be knocked down.

Mr. Horton stated I would suggest temporarily putting another security guard on the weekends out there on the fields to walk around. He can call if he needs somebody. I don't know that we need a deputy out there.

Mr. Perry stated keep in mind if say you have it at a rate of \$30 an hour which is close to your rate for off duty officers for eight hours on the weekends for ten weeks is \$2,400 so obviously there's room in the budget to do that.

Mr. Soriano stated and the good part with the off duty officers is we can add in and take out. With the \$13 an hour amount for security it's because we have a yearly long standed contract. I can talk to them but I doubt I'm going to get that just for this short time period. We can pick up an off duty officer for the next month or two months and we can decide what we want to do after that.

Mr. Davis stated and we can decide what hours too because there aren't people out there playing football in the morning.

Mr. Thomas stated usually on Sundays they're out there between 1:00 and 5:00 or so.

Ms. Nelsen stated there's five weekends between now and when school starts.

Mr. Soriano stated we can do any amount of time whether it's five weeks or ten weeks. We can come back to it after five weeks and say we want to more. With October you can decide if you want to do this for the whole year. This is something that I don't have any fear that it's going to send us over the budget. I can tell you how much it's going to cost between now and then.

On MOTION by Mr. Thomas seconded by Ms. Nelsen with all in favor an off duty officer to patrol the multipurpose area for the next five weeks was approved.

Mr. Horton stated I think we need to make it clear when we get this officer that he is supposed to be on the field.

Ms. Nelsen stated and the pool deck and basketball courts. He should walk around.

Mr. Soriano stated I'll be able to approach him and tell him why we're doing this. Doing this short term may help and we may not need it after this. Or we could do it alternating months so people know there's extra security.

Mr. Horton asked do we have sports the next five weekends?

Mr. Soriano responded we will soon. I think it's about two or three more weeks before the first group starts.

Mr. Thomas stated most of the practices will be during the weekdays.

Mr. Soriano stated yeah they don't start games until September.

TENTH ORDER OF BUSINESS

Next Scheduled Meeting

Mr. Perry stated the next scheduled meeting is August 13, 2018, 6:00 p.m. but we're going to have the committee meeting at 5:00.

ELEVENTH ORDER OF BUSINESS

Adjournment

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

July 9, 2018

Double Branch CDD


Secretary/Assistant Secretary


Chairman/Vice Chairman