

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, October 15, 2018 at 4:00 p.m. at the Plantation Oaks Amenity Center, 845 Oakleaf Plantation Parkway, Orange Park, Florida 32065.

Present and constituting a quorum were:

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

Also present were:

Ernesto Torres	District Manager
Jason Walters	District Counsel (by phone)
Jay Soriano	GMS Community Manager

FIRST ORDER OF BUSINESS

Roll Call

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

SECOND ORDER OF BUSINESS

Audience Comments

There were no audience members in attendance.

THIRD ORDER OF BUSINESS

Approval of Consent Agenda

- A. Approval of the Minutes of the September 10, 2018 Meeting**
- B. Financial Statements**
- C. Assessment Receipt Schedule**
- D. Check Register**

Mr. Torres stated you are over 100% collected on the assessment receipt schedule. The check register totals \$124,695.91.

Mr. Thomas stated on page two of the minutes in the last paragraph there is an error where it says, "sometimes it will slop" and it should be slope.

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

FOURTH ORDER OF BUSINESS

Approval of Lifeguard Payroll

There was no action taken on this item.

FIFTH ORDER OF BUSINESS

Discussion of Landscape RFP Process

Mr. Soriano stated we are in the second round of the RFP for landscaping. It is a bit of a rush but we will have everything done by December. Notices went out this month, packets were remade and we basically stuck to the minimum where they show up and pick up a packet and can do their own investigation and check out the property. If they have questions about the property they can contact me but there's no tour and I don't do the mandatory meetings or anything like that. Most of the vendors have been here before but we do have a few new ones. I didn't charge for the packets so there are a few that may not meet the minimum qualifications so when they drop them off that will be one of the things I go through and will warn you guys. We put that in there for a reason and if they don't meet those they will not be considered in the final grading.

Mr. Davis asked what was the cost?

Mr. Soriano responded the original cost was \$150 per packet. There may be companies that waste our time. I have one company coming out of Orlando. They don't have a shop up here and that's one of those requirements in there that it has to be within so many miles. Their company may be large enough to handle it; it just doesn't meet our requests. That will be one of the things I go through when I receive the packets. They have until the 31st of this month to drop off packets. I'll start breaking them down right away so I can make the cheat sheets for you. So far there are nine companies that have picked up. There are a couple others but I'm not sure if they are going to take part or not. The following Monday we have a meeting so we can discuss them and you guys can ask questions. You'll have from then to the December meeting to grade the proposals that way we can have everything finalized for the December meeting and we can award then so that the new company would start January 1st. I've spoken to R&D and they are sticking around at their current rate. I wanted to make sure they understood we didn't want them to feel like we were twisting their arm or anything because if they had gotten the RFP they would have been getting paid more. They will get an email this next month stating they are getting a 60-day notice. Whether they win or lose the contract ends in December because a new contract would start January 1st.

Mr. Davis asked are all of the companies that were involved last time back in the hunt this go round and if so, was there any additional information?

Mr. Soriano responded two of them have not picked up. BrightView, who you may have known in the past as ValleyCrest, told me they would be interested but I had a conversation with them and I don't think it was just about money. I've had some concerns with them in the past with their reactions to losing an RFP and questioning whether they took it a little too personal. They just don't believe there's enough money to be made out here. They were the cheaper company but as long as they got the job done we were fine. Our main concern now is making sure we have a good vendor and we're getting good service. If that means we're paying a little bit more, we're prepared for that but at the same time they've always come in around \$80,000 higher. If that's their cost and they think they are going to be even higher now, that's on them. The other one is Sunstate. Sunstate has never dropped off for us. They've always gone through the process but they've never actually dropped off or given us a call or anything like that. The other companies though are all there, Duval, R&D, Tri-Mac, Tree Amigos, and Yellowstone. There's a new company called VerdeGo that took part in a few other RFPs in Clay County, Duval and St. Johns this summer and have won a couple large CDD contracts so they are familiar and they are taking part this time. There are also a couple smaller companies, DM Koehn and TLC so there are quite a few.

Mr. Horton asked will there be a committee meeting with Middle Village and us this time?

Mr. Soriano responded we will leave that up to you guys. Middle Village wasn't too concerned with it. There was the one question constantly with the last RFP about how can we be sure that we're going to get the same vendor. I want to make sure I clarify how that is done. You guys have a set of grading sheets that you turn into me. Those grading sheets get added together and we find out the highest grade, second grade and third grade. You guys are graded on a group of ten so it's done together. If I were to break it up and grade you guys as five and them as five, it could easily happen that you guys pick different vendors. If all ten of you are graded together it will guarantee you guys have the same vendor. We can do a committee meeting but if I can get these packets broken down and back to you for that November meeting it will allow you guys to discuss and ask questions at the regular meeting.

Mr. Horton asked has anybody thought about combining the scores together to get one winner?

Mr. Soriano responded that's what we do. We still have to do the first, second and third and that first is the automatic winner. They do have the opportunity to decline though.

Mr. Horton stated we didn't do that last time.

Mr. Soriano stated we didn't do that last time because we declined to recommend anything. A lot of you guys were waiting on scores from us too and staff didn't feel comfortable making the recommendation but that was the ultimate plan if we had finished out the RFP. It could end up being the same three that drop off but that's not what I'm seeing from these new vendors. They are asking a lot of questions and they've been out here touring the property on their own. I saw a couple today for the third time out here so some of them are taking it serious. The three we had last time have talked to me about some of the questions during that committee meeting so whether they go in and change the pricing or change the details of the RFP you may want to look through those packets again. One that was brought up was the question about the crew sizes. We don't tell them a certain size of crew they have to have but we would like to know what they're planning on doing. We tell them how many cuts and how much we expect each zone to be done during each month or week. We don't really ask them for a detailed plan but that was a questions that came up so those three have asked me and I said yes, if you think that's going to help you, that's what you should put in there regarding exactly how you plan to accomplish each one of these things for the price you're giving us.

Ms. Nelsen stated I know this was a lot more work for you but we appreciate it.

Mr. Soriano stated it was definitely a lot more time but I think it will benefit us. What I'm seeing now from these vendors is they have taken a lot more time to really consider what's needed out here.

SIXTH ORDER OF BUSINESS

Other Business

There being none, the next item followed.

SEVENTH 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

There being none, the next item followed.

D. Operations Manager - Report

Mr. Soriano stated we have had a couple of community events I wanted to report on. Last weekend we had our yard sale and we had good weather. We had our camp out the weekend before and this was the first time we truly got rained out. We've had some weather issues here and there but usually we can stick it out and have fun. We had eight families actually stay there overnight so we were up in the morning and had breakfast. There was about twelve or fourteen tents out there but most of them were empty because even after it rained on us pretty good during the movie it drizzled all night. Some of the kids enjoyed it but this was the first time too that everybody was in bed by about 11:00. Normally I'm out trying to quiet the kids down at 1:00 in the morning. Camp out is one that everybody loves but realistically we may look at changing things around next year and maybe just doing movies on the green instead. I won't take away both camp outs. Maybe we will do one in the spring. People asked about doing a rain date but it's not really easy for a couple of reasons. Depending on how far we get into the movie we have to pay for that license again. People don't realize that we pay to show those movies and they're expensive. We showed Hotel Transylvania and it was \$350 just to get the rights. People asked for a refund but it was \$2. There are people I have to pay to be there and I have to buy things for the smores and that gets wasted. If we change around the format we may be able to do different activities. This is the year we take off from that giant expensive Halloween party. We now have the Pumpkin Plunge and people have really loved this event the last couple of times we've done it so we alternate every other year so that is the 27th and we've already started to get registrations from that on our website. We also have our Turkey Trot the Wednesday before Thanksgiving. That's a fun one because the kids are out of school the whole week and sometimes family is in town. It's a free event. Last year we had

about 80 people taking part. Cocoa with Claus is here at your sister district and that's currently planned for the 20th. I have to verify with Santa to make sure.

The pools are closed, however if you notice I sent an email out this last week adjusting our schedule a bit. We have that ability now that we run the staffing ourselves and we did save a lot of money this year. Even though I personally feel it can be a little wasteful we have one or two families that show up to the pools this time of year. We've had record highs this month so I've decided to keep the pools open until the end of this month so three more weekends past what we planned. It is just monitors so there's no slide. October we've cut back year after year because there's just no usage. We've had days where staff is there and nobody shows up. To me, that's just being frivolous with District money but with record highs this year I thought it was a nice thing to do. Your sister district has the heated pool and that was a discussion at our last meeting. I really wanted to move forward with putting a planned schedule out there. The way we do it is open ended and based on weather and usage. Last year they spent \$26,000 in gas, which was well above our budgeted line. We had it available but to me that is a lot of money when it's a handful of people that actually utilize it. They wanted to keep to it because it's an amenity but they did talk about turning the heaters way down. We tend to keep the water in the 80s but we're going to go into the 70s that way we can still have that open ended schedule. That will get put on the website.

I have a couple of items for you guys on the maintenance side that I will need actions from the Board. We have a couple of irrigation repairs at the Village Center that will be needed. The first one is a line that runs down the east side of the Village Center. There are a few houses going up and we have an irrigation line that sits in what we thought was our easement. That area has changed a couple of times and I'm still looking but what I'm finding is nothing was really applied properly. The easement may have been set up for three feet instead of the six feet. Right now it sits right under the edge of the foundation for each one of the houses, which is fine, but if it ever breaks then you could have a little bit of sinking on that foundation. They demanded that we take care of moving that pipe which is about \$2,000. Since I can't really find any fault whether it's they put anything in the wrong place or the easements weren't applied properly, we may as well just go ahead and pay for them to go ahead and move it. If you remember, this has changed a couple of times where it was going to be multi-use and then commercial so we may have not put it in the right spot either. I want to go ahead and

move it but that is above my amount. That Village Center has a big loop that goes around to handle all of the outer areas and The Green. We did go through fixing Green a long time ago. When they were doing construction they cut those roads and if you recall they cut a lot of our pipes. We paid for getting that repaired because the construction company was not real helpful and we were able to get water to The Greens so we do have water to the Green and we will continue to do that even once we move that pipe on the east side of them, however we don't have water to what is going to be our park. Once we finish this RFP we did talk about moving forward with that extra project for that park. To get water to that park I have to dig under a couple of those new roads so I've been given a quote from R&D and the total for it was \$5,090.

Ms. Nelsen asked and they can get these done by the end of December?

Mr. Soriano responded yes. They may give us a break on the \$2,000 to move the pipe because that's what I quoted the HOA. Originally I wanted that HOA to pay for it.

Mr. Davis asked what HOA is that?

Mr. Soriano responded Village Center has its own HOA but without finding any true fault I can't lay it on them. R&D may give us a better rate since it's us paying for it.

On MOTION by Mr. Davis seconded by Ms. Nelsen with all in favor \$2,000 for moving a pipe was approved.

On MOTION by Mr. Davis seconded by Ms. Nelsen with all in favor the \$5,090 irrigation proposal was approved.

Mr. Horton asked is this all we're going to do right now is put sprinklers in?

Mr. Soriano responded this is to make repairs and get the line back up. It will give us zones along Oakleaf Village Parkway, not inside the park. The heads that are going to be inside the park were part of that project budget but I have to get a line back up there because they dug in those new roads. We would stay on hold for the park project until we decide who would actually be handling the landscape.

The other open item is for an impeller. We had the pools shut down for a couple of weeks. We had one motor shooting water and another motor wouldn't come on. Luckily we started stock piling these things a couple of years ago so I had extra motors ready to go. I don't

have a lot of impellers ready to go and I do have to wait on those a lot of times, especially since they are made for each application so a normal 7.5 impeller that works for one pool doesn't do the same job for another pool. They did a good job of getting it to me but I wanted you guys to see this. It is your lap pool at your district. I put a stainless steel impeller in there. The biggest problem I have now is your slide motor's impeller looks just like that. The slide motor is a very large 15.5 horsepower motor. This one has been under water before and we dried it out. This was just one too many times so that motor is gone. I had an extra 15 ready to go so we put that in but while we're swapping it out we see the impeller looks like this. For your slide, that can last about a year. For the lap pool that was handling your filtration system so I had to make the change to make sure water was going through it at the correct rate. As long as we're putting enough water up to your slide you're fine, however it is going to go sometime in the next year. The 15 horsepower motor is kind of expensive. I got a quote from Crown and a verbal quote from our current contractor but they are both well above \$2,500. I would like to go ahead and get the approval now for not to exceed \$3,000 but I'm going to do it now.

<p>On MOTION by Mr. Thomas seconded by Ms. Nelsen with all in favor an amount not to exceed \$3,000 for pool equipment was approved.</p>
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Mr. Soriano stated I'm looking forward to getting those packets down and breaking them down for you guys before the weekend so you can review them before our meeting on the 5th.

EIGHTH ORDER OF BUSINESS

Audience Comments / Supervisors' Requests

Mr. Horton asked have you heard anything on the Little Library?

Mr. Soriano responded no I called her today and left a message and sent her a text letting her know I'd like to inform the Board if it is still being planned.

Mr. Horton stated I talked to her today and she said that her husband was going to make the thing but his job has changed and he didn't have time to do it so she was almost trying to bounce it back on the Board and I said it was your proposal.

Mr. Soriano stated yeah we've talked about it and whether it's next month or four months from now we will just leave it at that. I know she's busy and when we do these things where we hand it over to the resident I really want them to realize that it's them doing it.

Mr. Horton stated she's still working on it. She seems involved in a lot of things.

Mr. Soriano stated my wife has contacted her about donating books too and I guess a lot of people have talked about that on Facebook too and I guess the worry is will they get it up quick enough before she's storing everybody's books at their house but whenever she's ready or if she can get one of those other residents that seemed helpful maybe they could take it over a little bit.

Mr. Horton stated the second thing I have is the National Night Out. Evidently Forest Hammock and Eagle Landing and a lot of communities around the County had a National Light Out. What I'd like to suggest is maybe next year all of the communities out here in Oakleaf get together and have everybody doing one thing in one place.

Mr. Soriano stated I've actually tried that. Jennings likes to do their own thing and Eagle Landing is kind of the same way. We could even do it here since it's central but they want to do it in their own neighborhood. I think that would be helpful for Clay County because with the Sheriff's office the one problem we have a lot of times is getting someone there because you have all these neighborhoods doing it on the same night that we end up getting just the Sheriff going through and shaking hands. We've tried a couple times to get the fire trucks there and the SWAT vehicle that they have but it really turns out to be just a meet and greet with the Sheriff.

Mr. Horton stated I just thought we could try something else and see if people want to get together.

Mr. Soriano stated I like the idea of trying to get it centralized and I think it would help out Clay County Sheriff's Office too but we just haven't had a lot of help from those surrounding district's. I can always try again for next year.

NINTH ORDER OF BUSINESS

Next Scheduled Meeting

Mr. Torres stated the next scheduled meeting is November 5, 2018, 4:00 p.m.

TENTH ORDER OF BUSINESS

Adjournment

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


Secretary/Assistant Secretary


Chairman/Vice Chairman