

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, December 9, 2019 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	Vice Chairman
Scott Thomas	Supervisor
Tom Horton	Supervisor
Andre Lanier	Supervisor

Also present were:

Jim Oliver	District Manager
Jason Walters	District Counsel (by phone)
Jay Soriano	Operations Manager - GMS
Chalon Suchsland	VerdeGo
Shane Blair	VerdeGo

FIRST ORDER OF BUSINESS

Roll Call

Mr. Oliver 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 November 4, 2019 Meeting**
- B. Financial Statements**
- C. Assessment Receipt Schedule**
- D. Check Register**

Mr. Oliver stated we've only received two distributions from Clay County on the assessment receipts schedule and we are sitting at about 16% collected. The check register has expenditures of \$120,000.

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

**Consideration of Agreement with Clay
County Property Appraiser Regarding
Public Records Exemptions**

Mr. Oliver stated we receive the assessment roll from the property appraiser and they have exempt information on there, typically names and addresses, of certain public officials such as police officers and judges to protect them and they ask that when they provide this information to us we maintain those exemptions, which we do. We're looking for the Board to approve this agreement.

On MOTION by Ms. Nelsen seconded by Mr. Davis with all in favor the agreement with the Clay County property appraiser was approved.

Mr. Horton asked have we done this before?

Mr. Oliver stated we have not done this before, but we have always treated that information exempt, but Clay County Property Appraiser asked all of the districts within Clay County to reach this agreement. I'm sure it's to protect them, but also to protect people on the list. This is the first time I've seen this particular cycle.

FIFTH ORDER OF BUSINESS

**Consideration of Transfer of Funds to
Capital Reserve from General and
Recreation Funds**

Mr. Oliver stated the agenda states to the capital reserve fund, but it's actually to the State Board of Administration account. This was discussed at your last meeting and Mr. Perry said he would look at the year-end funds and see what could be moved over to the State Board of Administration account. It's a fund that's operated by the State of Florida so that you can have earnings in an approved account in the overnight market and that's what he has done here so we're looking for a motion to ratify that. What he has done is moved \$76,000 from the general fund account, \$479,000 from the recreation fund and \$1,078,000 from the capital reserve fund. This will still show up on your balance sheet each month. At the top of the balance sheet where you have cash, right under that we will have investments – SBA so you will still be able to track that, and the Board can continue to use those funds for any legal purpose.

On MOTION by Ms. Nelsen seconded by Mr. Davis with all in favor transfers of funds from the general, recreation and capital reserve funds to the State Board of Administration accounts were approved.

SIXTH ORDER OF BUSINESS

Staff Reports

A. District Counsel

Mr. Walters stated just a heads up that we are already back in the swing of things with the legislative sessions. They've been having committee meetings and so forth over the last month or so and then the regular session is early again this year in January so we've already started to compile the legislative updates and I will circulate that to the Board here soon and as always, if you have questions, feel free to reach out to me. These are just preliminary so we will know better in the January or February timeframe what is gaining traction.

B. District Engineer – Ratification of Requisition No. 12

Mr. Oliver stated requisition number 12 is from the Series 2013 account for landscape improvements that were conducted by VerdeGo in the amount of \$32,531. This was executed by the engineer as well as Jim Perry so we're looking for a motion to ratify.

On MOTION by Mr. Horton seconded by Ms. Nelsen with all in favor requisition number 12 was ratified.

C. District Manager

There being none, the next item followed.

D. Operations Manager - Report

Mr. Soriano stated we just had our Thanksgiving community event, the Turkey Trot and there were about 100 participants. This is the free event that we do every year. The weather worked out perfect and everybody enjoyed themselves. Our next event, Cocoa with Claus, will be here at your sister district's facility on December 19th. I do have a tentative calendar for 2020 that matches what we did this year. It's something we will put on the website so people can plan, however this is going to change a bit due to the vendor fair that we had over here. We went through a couple months ago with your sister district a vendor fair here and we kind of tightened up the policies because what the coordinator of the event was doing didn't quite fall

into our rules and as it got bigger and bigger we had to cut it off. She wasn't very happy about that, but we explained how she could go about doing everything properly and after a couple of months thinking about she came back to me and said I would like to do this, can I work with you to try to get something done and she approached it the right way and followed all of our rules. They went out of their way to do everything we asked and then had volunteers clean up, so they did a great job. They didn't have this big over the top event but there was a vendor fair held out in the parking lot and they took care of cleaning up the bathrooms, did their own advertising and followed all the rules with making sure they got event insurance and all the COIs for the food trucks. Because of that she has asked to be able to do it again in the spring. The only thing that I asked is if she would consider alternating between the districts so as not to create a burden on one district. It wasn't that bad of an event, but spring could cause problems because we have a lot of weddings here and a lot of programs that go on in this area. In your district they have had a spring expo in the past so that would fill that void because it's no longer there and I have asked that she do the same thing with following all the rules and she said she would do that and she wouldn't mind alternating. Then I leave it up to you guys as to whether you would be okay running that vendor fair/expo over there. She was looking around Easter so that would change our March and April plans because we have a lot going on, but we can squeeze that in and make sure we're getting everything done.

Mr. Davis stated I'm fine with it. The expo is the same thing so you're just replacing one with another. You have the school across the street for overflow parking when there are sports going on and it always worked out.

Mr. Soriano stated she had concerns with letting it get too big, so she doesn't want to do bounce houses and things like that. She actually wanted to focus on the vendors. The kids have fun and it does bring people in, but a lot of times they're not there to shop with the vendors. She's a resident here so as long as she can make it work, I'm good with it too.

Mr. Horton stated I'm okay with it.

Ms. Nelsen stated I'm good.

Mr. Soriano stated I will continue to work with her and make sure she follows all those rules and expectations and she will alternate each district if she can make a good go at it.

Mr. Lanier stated maybe have her contact the sports organizations as well to get a feel for when they are on or off and whether she wants to include that as part of her audience.

Mr. Soriano stated in the past Carla would try to work with soccer and there were times where you guys actually wanted everything there even though it seemed like it caused more headache it also brought a lot more people in so it really depends on how she wants to operate. I did tell her to make sure she talks to soccer and I-9 for the spring.

Moving on, the heater at your sister district is running pretty much all the time now. We did email out and post all of the rules to the website for usage.

Mr. Davis asked it's not running today is it? I don't think you need it.

Mr. Soriano stated no the heaters are not running today. They will start running in the middle of the night, but we do use the cover every night. Sometimes we get complaints from residents because they don't get off work until 5:00 or later and they want to come out here late at night, but it just doesn't work. Even when it's 60 degrees it's not bad but those heaters will work overtime. The reason we spent a lot of money on those covers to try to save that heat is we use the sun during the day to help out but as soon as that sun starts to go down, we cover it right away. On the weekends we are a little more lenient as long as it's good weather we will leave that off. The rules have been posted at each facility at the fitness centers too so they can explain everything to anyone that complains. You'll see our usage has dropped considerably from the summer, but we are still pretty busy out there. With good weather like this we're going to have people out at the basketball courts and around the field and fitness centers.

I did want to have some updates for you, but I timing-wise I couldn't get quotes quick enough. I had a couple people come out to give me quotes on the concrete pad for the future building. I've already looked at the building so hopefully we will get a better price. We're going to be moving here soon for Middle Village to get theirs in and I'm hoping if I purchase two, they will give me a little bit better deal so I will be able to report to you on that.

Mr. Horton asked Middle Village is getting one too?

Mr. Soriano stated yes. Back here they have right now two storage containers to help with housing a lot of VerdeGo's equipment so we will have a little room in there but they will have room too so we will do that steel building under the trees. They're kind of hidden right now but it is a bit of an eyesore when you walk on that back path. Other than those maintenance items it's been quiet, just a lot of Christmas decorations right now.

Mr. Horton asked did you get them all up or are you still working on them?

Mr. Soriano stated we're still working on them. We've purchased a lot more this year, so we haven't gotten the lights up at the actual amenity center. The bushes and everything up front were lit up last year and the fitness center was lit up too, so we don't have those two areas up yet. We started working on the waterfall Friday. All of the entries have their lights; however I did purchase nice thick garland that will go over the signs so they have to go out there and add that still too but pretty much most of the lights are up. The one thing we did add this year, and you won't see lights on them yet but you should start seeing them this week is we added outlets to the brick columns too so for those neighborhoods that don't have their own big sign we will have icicle lights on those.

SEVENTH ORDER OF BUSINESS**Audience Comments / Supervisors'
Requests**

Mr. Lanier asked do we keep a normal amount of petty cash?

Mr. Soriano stated I don't have a district petty cash account. When we do something like the movies and we need change I go and get \$100 out of my account just because I don't like keeping a lot of cash around. We have to keep records for everything so it's just easier.

Mr. Lanier stated I just hadn't seen it yet, so I was just curious.

Mr. Soriano stated if I could find a way to get away from cash in every aspect I would. Whether it's just \$5 or \$10 I just don't like having it around. That way staff can never be blamed. A couple years ago there was a swim meet that actually had their drawer robbed. I try to stay away from that when I can.

EIGHTH ORDER OF BUSINESS**Next Scheduled Meeting**

Mr. Oliver stated the next scheduled meeting is January 13, 2020 at 4:00 p.m.

NINTH 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