

**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, August 15, 2022 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
Tom Horton	Supervisor
Scott Thomas	Supervisor
Andre Lanier	Supervisor

Also present were:

Marilee Giles	District Manager
Wes Haber	District Counsel
Jay Soriano	Field Operations Manager
Chalon Suchsland	VerdeGo
Marla Dietrich	S3 Security

FIRST ORDER OF BUSINESS

Roll Call

Ms. Giles called the meeting to order at 4:00 p.m.

SECOND ORDER OF BUSINESS

Audience Comments

There being no members of the public present, the next item followed.

THIRD ORDER OF BUSINESS

Approval of Consent Agenda

- A. Approval of the Minutes of the July 11, 2022 Board of Supervisors Meeting**
- B. Financial Statements**
- C. Assessment Receipt Schedule**
- D. Check Register**

Ms. Giles stated included in your agenda package are the minutes of the July 11th meeting, the financial statements as of June 30th, your assessment receipts schedule showing the District is 100% collected, and the check register totaling \$87,851.47.

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

FOURTH ORDER OF BUSINESS Discussion of the Fiscal Year 2023 Budget

Ms. Giles stated nothing has changed on the budget that you see before you since the last meeting and since it was approved.

Mr. Horton asked at the last meeting it was mentioned that a letter will go out to the residents. That hasn't happened yet.

Ms. Giles stated it has to go out a minimum of 20 days before the hearing. Our meeting is September 12th, so they will back that up by 20 days and then send it out.

Mr. Haber stated the requirement is that it's mailed 20 days in advance, not necessarily received 20 days in advance depending on when they mail it out.

Ms. Giles stated it will have the assessments broken out like the table that you see in the budget. The last time assessments were raised in your district was 2012.

FIFTH ORDER OF BUSINESS Other Business

There being no other business, the next item followed.

SIXTH ORDER OF BUSINESS Staff Reports

A. District Counsel

There being nothing to report, the next item followed.

B. District Engineer

There being nothing to report, the next item followed.

C. District Manager – Consideration of Designating a Regular Meeting Schedule for Fiscal Year 2023

Ms. Giles stated as you know, we look for you to approve a meeting schedule in advance, but we can make changes later if we need to. We annotated February 13, 2023, and August 14, 2023 as night meetings.

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On MOTION by Mr. Lanier seconded by Mr. Davis with all in favor the Fiscal Year 2023 meeting schedule was approved as presented.

D. Operations Manager - Memorandum

Mr. Soriano stated we've had a couple of community events since I saw you last. We had our Back-to-School party, and it was pretty busy. You had a small group compared to this side, which was loaded. There were about 350 kids here. We cut them off after about 20 pizzas here. Everybody is back to school now, so our schedules have changed. Last Friday we had your last dive-in movie. We have one more for the summer at your sister district in September, and then we come back to your side for movies each month on the multi-use fields. We will still do them along with food truck nights. Usually, we hit the November one for Thanksgiving and December never really works out, so we may drop the December movie this year.

If you look at the usage numbers and compare them to the last couple years, we are getting back to before the pandemic. Back in 2018 and 2019 our numbers were really high, and we're starting to see it back up there again. It was a little tough on staff, but we made it through. I mentioned we've been short staffed for the last month. We had about eight people between hourly staff, RMS and GMS that were out for issues like COVID related illnesses so many of us were working a lot of extra hours the last few weeks, but we're catching back up now.

For the pools, the days we shut down worked out well. There were a few upset people, but most people received it well and it did make a lot of difference in making sure the pools look good and clean.

I have one quote I want to give to you guys. We changed around the fencing. Years ago, our fence was set up different because the lifeguards were actually checking people in down by the steps and they had an extra gate there, so we had this odd setup with fencing that kept people back off that section, but it was also a little weird around the patio rental area on the building. A couple of years ago we had a walk-through with the insurance company and they point out that it wasn't very problematic, they just didn't like the fact that the fence was on the ground and not along the patio itself. They asked if we had ever had anybody fall off. We never have, which is a good thing, but they had concerns with it because of the height. We moved that fencing because we no longer needed it, and we took the check-in fencing out and

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reused it up on the patio, so it stops anybody from tumbling. It opened up the area, but we had all these hedges and perennials, and it was separate out from the rest of the pool deck by this fence. Now it's out, and it looks better and more open. With that, I'm short patio furniture patio now, so we spread it out, so people aren't right next to each other, but we have a very big deck. A couple of years ago we cleared out all of the old furniture and bought new furniture, but we're a little short. I have a quote to place in that area, and this is just for the chaise lounges. It's the same green sling-style, which has been helpful. Over here we started the process four years ago and we have the first sling that is faded and ripped through. The nice part about the sling style is you can slide a new sling into the groove, we don't have to boil the straps and stretch them. This is much easier to use these types of chairs. If we want to go ahead and replace the chairs we can, but we don't have to.

Mr. Horton stated I would suggest we wait until February or March. I don't see the sense in putting them out there now just to get faded by the sun.

Mr. Soriano stated we most certainly can. The only thing is shipping is low on there. This quote was designed for Middle Village because they are not done replacing all of theirs. If you go out there, you'll see a lot of those old-style straps. They've been doing so much at a time. They had a few hundred more than you guys did. They're going to work on one of the orders tonight, and if I put this with it, we would save about \$300 on shipping. If we're not worried about it, we can wait until before Spring Break.

Chairperson Nelsen asked what about delivery? Because it's been a big issue.

Mr. Soriano responded things are speeding up a bit. At Middle Village we're replacing a lot of large ice machines. Originally, I was given quotes in quarters, not months or weeks like they were before, but then about a week ago I got an ice machine out of nowhere at the front door. So, I'm hoping things are moving a little better. At a minimum, you're looking at three to four months sometimes for commercial equipment.

Mr. Lanier stated I like Tom's idea to put it on hold right now and readdress this in January.

Mr. Davis stated absolutely. We get about three or four months more life out of them.

Mr. Soriano stated I'll bring it back and update if they want anything different for cost. Sometimes now what we're seeing is quotes are only good for 30 days whereas before they would give us quite a bit of time before we made large purchases.

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Mr. Soriano concluded his report.

Mr. Thomas asked for the two properties where the library was supposed to be, the weeds are bad. We don't own those properties yet, so can we ask the people to mow?

Mr. Soriano responded usually around this time of year I've seen them out cutting weeds down. I'll ask Peter to reach out to them to see if they can push that up for us.

Mr. Thomas stated I noticed on one side of the ramp of the new bridge, it seems there is a little bit of erosion. Can we put a little bit of concrete in there or something?

Mr. Soriano responded I'm sure we're going to have to look at erosion control when we have rain like we had in the last week. We're going to have some good washouts in the area, so we may have to do some matting. We will take a look at it.

Mr. Horton stated you mentioned an update on pickleball renovations on the schedule?

Mr. Soriano stated I'm hoping we can get to added surface this month, so this next week you'll see us getting rid of the asphalt on the front of the parking lot. I have eight 55-gallon drums that I have to get out of that shed before I can do the resurfacing because I don't have anywhere to store it, so once I can bring that in, we can move to surfacing on the tennis courts. This is just added asphalt that will down in the cracked areas and the corners that we have to build out to make it straight. I did have a quote from the fencing guy, which is \$9,000 to redo the fencing the way we want it straight in the back. That was a little high, so I asked him for another quote, especially if I can get the pickleball people to help me on labor with some of it. We set aside \$35,000. Last month we did a lot of tree work.

Mr. Horton asked when you think we might be able to say it's completed?

Mr. Soriano responded I'm hoping it's complete by our October party, or at least surfaces are painted. We haven't done our big Halloween party in quite a few years. We started doing it every other or every third year. I would like to bring that back, but it is a lot of use on that set of courts particularly. We get about 500 to 600 people for that party out of on the courts, so if I can get it done by then I'll be extremely happy.

Mr. Horton stated you're talking about patching the cracks and extending it a little bit.

Mr. Soriano stated we have to do the surface work first, and then we can paint. I will use pickleball people to help me with paint. They can do the first layer of green.

Mr. Horton asked and who will the marking be done by?

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Mr. Soriano responded I have a professional I use. It will cost a little more money, but I do not want crooked lines.

Mr. Horton asked how about the gym equipment?

Mr. Soriano responded I have no date on that yet.

Mr. Horton asked how about the leak at the pool. Has that been finalized yet?

Mr. Soriano responded I left it open to watch it. I'm happy with it and ready to bury it. It hasn't leaked in quite a while. My guys will probably fill it back in within the next week or two.

Mr. Horton stated we've replaced several playground pieces in Nature's Hammock, right?

Mr. Soriano responded yes.

Mr. Horton stated and you're going to do Cannon's Point, but you haven't done it yet.

Mr. Soriano stated right. We've ordered it, but we haven't gotten it in.

Mr. Horton stated Mike was going to come back with some answers on the vandalism at Cannon's Point. You're probably not aware of it?

Mr. Haber responded I'm not aware of it, but I can ask him to follow up with you. Was that something he was going to come back to the next meeting, or get an answer between meetings?

Mr. Horton responded at the last meeting we let one of the kids that did it back in and dropped the trespassing, but it seems like we ought to make sure that they pay before they get back in. He was going to look at that and make sure we could do something like that because he had problems with it.

Mr. Haber stated I can see where his concerns were coming from. In my experience, you address a suspension for a particular deed that is done, so if there is vandalism on CDD property, you as a board can then punish that person for doing that vandalism, regardless of whether they pay you for the vandalism or not. The way you would go about getting reimbursed is unfortunately you would have to sue them. I'm assuming that is what Mike told you. So, you can reach out to them to say we want you to reimburse us, and if you don't reimburse us, we're going to sue you, and that's how you deal with the monetary side of it. Whether you can combine the two and say for doing the vandalism, we're going to suspend you for three months, but if you don't reimburse us, we're going to extend it for six months,

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I'm assuming what Mike was looking at is whether he was comfortable with that combination. I personally have not made a longer suspension for failure to pay, because it seems like you're fining them, which we don't have the authority to do. I can speak to Mike about where he ended up on this.

Mr. Horton stated we normally say a year or two years, and we can shorten of course. It just didn't seem right to let them back in when they hadn't made up for the vandalism.

Mr. Davis asked it was voted on?

Mr. Lanier stated she was going to make payments.

Mr. Davis stated it's already done.

Mr. Horton stated I'm talking about in the future. I just think we ought to have some kind of policy in how we handle that.

Mr. Haber stated I'll follow up with Mike.

Mr. Soriano stated to update you guys, the one family reached out to me last week and left a message for me, so I'm going to get a hold of her and let her know what we did with the other person. She doesn't live in the neighborhood. In fact, I think she was in Chicago, so we don't have to worry about that part, however I'll offer them the same deal on the payments for that \$2,000.

Mr. Horton asked is there anything new with security that we should know about?

Ms. Dietrich responded no. We've removed some people from the pool as usual and are running cars out of the parking lot, but no major incidents.

Mr. Horton asked do we still have people jumping the fence to go in the pool at night?

Ms. Dietrich responded yes. You may have two or three incidents this week and then none for two weeks. Being in three or four different cities and many properties, it's the same everywhere. Pools and basketball courts are magnets for people. But they seem to be getting them out of there, and people are leaving without incident.

Mr. Horton asked how are the golf carts working out?

Ms. Dietrich responded they're using it.

Mr. Soriano stated a couple of weeks ago they were having issues with getting stuck, but for the last two weeks they've been using it every single night.

Mr. Horton asked its electric, isn't it?

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Mr. Soriano responded it is. Unless it's a short somewhere, or the battery, or somebody just didn't plug it in correctly, there's really only so much that's going to be wrong with it.

Ms. Dietrich stated I think it may be a plugging in issue, because you have to really make sure it's in there and makes a little buzz when it clicks on.

Mr. Horton stated the trees on the loop road are not 14-feet. Some of them are low.

Ms. Suchsland stated we're still working on that. We had some areas over here that we had to get to. The truck is only so big and can only hold so many chips. I was talking to Jay earlier about tree work. The 14-foot is in your contract, but a lot of this tree work that needs to be done, fallen limbs, dead pine trees, stuff like that, you guys have about \$6,250 left of your contractual plant/sod agreement that we do for you if you would like to use that money towards the tree work so we can get a lot further down the line. It would be a lot easier to get my guys up here for two or three consecutive days to get more done.

Mr. Horton stated they were working across the pond from where I live one day, and I counted seven guys taking one tree done.

Ms. Suchsland stated yes because you have to have traffic control. That was a big tree.

Mr. Horton stated I appreciate that, because we've been worried about that tree for two years now.

Ms. Suchsland stated you're going to see more. On the school road there are a lot of trees, there's even some on the loop road where the greenery is on the trunk in the branches, but not out and it's declining more and more.

Mr. Thomas asked so you're suggesting shifting the \$6,000 for the plants and sod over to trees. Jay, how do you feel about that?

Mr. Soriano stated I'm good with that. This year I think a lot of our landscaping looks good. We didn't lose any color, perennials, hedges, or trees that were new, so we're getting a lot of mature growth. So, some of the older trees, I'm good with putting money towards taking those out. We are getting a lot of pine trees too, and those pine trees were planted 20-something years ago and they're going to be going. We can't really spray the tree bed for bugs. In the last few years, we've added more dollars on for tree work. This would give them a chance to catch up for things that they have to get to.

Mr. Thomas stated I particularly like it, because I did have to call you guys about cleaning up the school area and you guys did a fantastic job.

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Mr. Lanier asked where are we with tree replacement? Is that a concern?

Mr. Soriano responded there's not a requirement. Usually, the only time we're concerned with tree replacement is whenever we see our decorative trees getting taken out, or right in between the sidewalk and the road. The County has made some neighborhoods take certain trees out. They don't like palm trees in that little section of grass, but the oak trees they don't mind as much. We've had one or two taken out by cars. Our concern is the more decorative issues, and we really haven't lost anything this year.

Ms. Suchsland stated no, the other one we lost that we just replaced is the oak tree.

Mr. Soriano stated we don't have a lot that is in there for replacements. Most of our replacements is hedges, small perennials or grasses.

Mr. Lanier stated if we get to a point where we're taking down a significant number it starts to take away from the aesthetics. I just wonder if that's something we need to think about.

Mr. Soriano stated we may have to put a plan in place, but I think we're far from needing to do anything yet, because you may need to take out more. The issue with putting those little splash pines in is we take on out in a big section of pines, it's actually really hard to get a little one to grow. If we have some places where we're missing four or more, then we will start putting some small splash pines in.

Mr. Horton asked do you guys take out the stumps?

Ms. Suchsland responded we can. When it's just in the wood line, we don't. If it's in an area where it's going to be a tripping hazard or unsightly, then yes.

Mr. Soriano stated when we get a lot of complaints of one ugly stump some place, you'll see my guys out there with the stump grinder, but we rent that. The ones that are farther out, we tend to leave the stumps.

Mr. Horton asked do you guys use the chipper that you got very much?

Mr. Soriano responded yes. We take it out on the trailer. We've done some on this side where we've chipped them and put them in mulch beds. They have a bigger chipper, so they're doing the heavy tree work right now.

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

There were no audience members present.

Supervisor Requests

Chairperson Nelsen thanked Jay and the staff for all of the extra hours put in.

Mr. Thomas stated I appreciate the email about our lifeguards and the training about saving the infant's life. Keep up the good work on the pools. I'm glad we went in-house and that they had extra training.

Mr. Horton you sent out two emails and one of them was about putting some kind of historical marker.

Mr. Soriano stated that's not my project, but I've been working with them the last couple of months. I was excited when they approached me about it. The center of those runways is right where the elementary school is. They asked me about putting in the building. My only problem is putting it up there by the office is other than the summer, it's not a heavily used spot. The soccer fields would be next, but I gave them the pros and cons with that area. Soccer and I-9 bring in guests, but that is a resident program. We ended up going with the corner by the fitness center, because that is a heavy used area pretty much all the time when school is in, and during the summer it's still pretty busy. That's an educational item for the kids too, so I like that families will be able to see it. The plaque is going to be made with a picture embossed in it for the runways, so they will get to see where that was at in Oakleaf and all of the information for the historical society.

Mr. Horton asked are you talking about the corner with the traffic light?

Mr. Soriano responded yes, right near the traffic light. They want to put it on our property, but it is county right of way, so they have to get the easement to it. I did invite them in, so once we get everything finalized and get ready to place it, I invited the coordinator from the historical society to give you guys a presentation. I'm looking at possibly September or October.

EIGHTH ORDER OF BUSINESS**Next Scheduled Meetings**

Ms. Giles stated the next scheduled meeting is September 12th at 6:00 p.m. at the Plantation Oaks Amenity Center. It's your budget adoption meeting.

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NINTH ORDER OF BUSINESS

Adjournment

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

DocuSigned by:
Marilee Giles
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Secretary/Assistant Secretary

DocuSigned by:
Chad Davis
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Chairman/Vice Chairman