

**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, May 8, 2023 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
Andre Lanier	Supervisor
Tom Horton	Supervisor
Scott Thomas	Supervisor

Also present were:

Marilee Giles	District Manager
Mike Eckert	District Counsel
Jay Soriano	Field Operations Manager
Chalon Suchsland	VerdeGo

**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 none, the next item followed.

**THIRD ORDER OF BUSINESS**

**Approval of Consent Agenda**

- A. Approval of the Minutes of the April 10, 2023 Meeting**
- B. Financial Statements**
- C. Assessment Receipt Schedule**
- D. Check Register**

Ms. Giles stated included in your agenda package are the minutes of the April 10<sup>th</sup> meeting, followed by the financial statements, the assessment receipts schedule and the check register totaling \$114,547.44.

Mr. Horton stated there is a statement in here for Kutak Rock that mentions hours for corresponding with folks regarding the Trinity assessments.

May 8, 2023

Double Branch CDD

Mr. Eckert stated yes, the church requested we look at the assessments to make sure they were done in a valid way, so we looked at that.

Mr. Soriano stated that should be for Middle Village.

Mr. Eckert stated I will make sure you get credited for that.

On MOTION by Vice Chairman Davis seconded by Mr. Lanier with all in favor the consent agenda was approved.

#### **FOURTH ORDER OF BUSINESS**

#### **Evaluation and Ranking of Landscape Proposals**

Mr. Soriano stated we had five companies turn in proposals and I dropped books off for everybody to review. I also took the time to do a cheat sheet for pricing. I know we changed our score, but pricing is still an important one and those cheat sheets make it easy to compare instead of flipping from one book to another. As I emailed those out, I wanted to mention there were a few mistakes in some of their books and I can do everything I can to try to figure out what was omitted and why, or what was the mistake and why, but we can still only grade them on what was there, so as I go in the spreadsheet I can only put what they actually included in their books and spell it out. That's where you can see some of the things like their yearly totals don't match up and there were some that left out entire sections. There's just no way to guess what they were planning there. They gave us their totals for the year, but they didn't break everything down that we asked them to. I tried to do my best to pull out that information so you could compare apples to apples when they cut a roadway, or we ask them to put in a tree, or if we lose a controller how much it will cost to replace it. So, not just our day-to-day operations, but our bigger projects can be in there also. Besides me going through and pulling all of that stuff out for you guys to look at a little quicker, Mike's office looks at all of the other paperwork and some of the legalities, so I know he has a couple of items he wants to go over with you.

Mr. Eckert stated I'm going to start with the chart that was passed out to the Board. That's what we're going to be working off today. For the record, we had predetermined what the points would be, so we're not changing those now in terms of the number of points that are possible for any category. Personnel was 25, experience was 30, understanding scope of work was 20, and price is 15. That is a mathematical calculation, it is not subject to your discretion,

May 8, 2023

Double Branch CDD

so Jay has filled in the amounts there. The 10 points for price are for the reasonableness of unit prices and quantities and the discount off the total price if both districts are awarded. From a process standpoint, as Jay mentioned, we look at the proposals and try to determine if they have all the information that we ask them to provide. Some information is disqualifying if they don't provide it, and some information can be disqualifying at the discretion of the board, and then some information if they don't provide it could be very minor such as leaving out commas and things like that. We have two vendors who did not submit all the information we requested. I sent the Board a memo dated May 3<sup>rd</sup> that provided two options and essentially, we're talking about Duval Landscape and Trimac. They had different issues, or at least Duval had more issues. Trimac didn't submit their insurance certificate that we asked for. They did submit information on their insurance limits, they just didn't submit the certificate. The Board's option is to either waive the defect and score the proposal, or you can find it non-responsive and reject the proposal for failing to provide the certificate. We will take these one at a time. Duval didn't include four pieces of information you asked for. They did not identify the addenda received. They signed the document but didn't identify they received addenda one and two. They didn't provide insurance certificate but did provide insurance limits. They failed to fill out the public entity's crime statement. They signed it but didn't fill it out. The fourth thing, which is probably the most material thing was failing to provide a narrative approach to providing the services because one of the things you guys asked for was the contractors to provide a narrative approach, so how are you going to provide these services to us. Help us understand that you understand what we need. All they did was fill out the paperwork that the District provided in the RFP. Your options here today are to waive the defects and score them or find them non-responsive. You can treat them differently. It will be two separate motions, but you could also find all of them sufficient and waive the defects, or you could find that you're going to waive the defects related to insurance certificates on both, but then find that Duval's failure to provide the other three documents could disqualify them. You may be in a situation where Trimac's defect could be waived and you could score them, but Duval's would not be. All of these are things I feel comfortable telling you that you have the discretion to waive, because on the insurance certificate, we will make sure they have the insurance limits or we're not signing a contract with them, so it's not an advantage or disadvantage. Before we get

May 8, 2023

Double Branch CDD

into talking about scoring, analysis, or anything like that, we need to deal with these threshold issues.

Mr. Lanier stated these guys are used to putting these types of bids in, right?

Mr. Eckert responded I think that's a fair thing to assume because I've seen these names before.

Mr. Lanier asked how much time were they given to do this? Was it a rushed process at all, or was it a very normal timeframe?

Mr. Eckert responded in my opinion it was very normal. It was at least 30 days.

Mr. Soriano stated six weeks altogether.

Mr. Eckert stated the law requires you give people seven days. On a contract like this, I would never recommend seven days because I don't think you're going to get good product, but anything 30 days and above is very reasonable.

Mr. Lanier stated with the experience they have; how come they didn't complete it?

Mr. Davis stated I didn't get an insurance certificate the other day. I didn't have 30 days, but it did take me a week to get it and I kept having to remind my carrier that I needed a certificate, because they have to send it to you. My thing about this would be that we have a large contract here and we only have five people that are interested. My opinion would be to waive the paperwork errors and just score them because I don't want to be in the situation that we only have two people to deal with next time around because somebody didn't want to come back because they didn't dot an I or cross a T.

Mr. Lanier stated dotting an I and crossing a T I agree with you there, but somebody not completing what is requesting of them in a timely manner, does that speak to the company? I don't have an answer for that.

Mr. Davis stated I would say no because the people in the office aren't the guys on the lawn mowers and planting the flowers.

Mr. Lanier stated it's the culture too that might be a part of it and that's what concerns me.

Mr. Eckert stated right now you're deciding whether they're going to be scored at all. If you decide to waive the defects and score them, certainly the failure to provide information can be taken into account on the scoring. For example, understanding scope of work, if there's no

May 8, 2023

Double Branch CDD

explanation of how you're going to approach the scope of work, they may not get a very high score in that.

Mr. Horton stated I agree with Chad on that. We can take that into consideration if we have to. Like he said, there's only five of them that bid. I'm for overlooking that. If we need this information if these companies were to win, I'm sure they would provide it in a heartbeat. It might be just an oversight, but I don't know.

Mr. Eckert stated let's go one at a time. We will start with Trimac because it's the easier one. Does somebody want to make a motion based on what I'm hearing?

Vice Chairman Davis motioned to waive the defect in the Trimac proposal for failing to provide an insurance certificate and find that the failure to submit the information did not create a competitive advantage or disadvantage. Mr. Horton seconded the motion.

Chairperson Nelsen asked is there any legal issues if we reject scoring them?

Mr. Eckert responded no. It was something you asked for that they did not provide. It's in that area where you have discretion to reject it if you want to, but you also have discretion to not reject it and go ahead and rank the proposal, because they did provide insurance information like what their limits were, but they didn't provide the actual certificate.

On VOICE VOTE with all in favor waiving the defect in the Trimac proposal for failing to provide an insurance certificate and finding that the failure to submit the information did not create a competitive advantage or disadvantage was approved.

Mr. Eckert stated if the Board is inclined to waive the defects for Duval, that would be option one. If you did not want to waive the defects and you wanted to reject, the only thing I'd ask is that you not reject on the basis of the insurance certificate, because that would not be treating those two entities equally.

On MOTION by Mr. Horton seconded by Vice Chairman Davis with Mr. Horton, Mr. David, Mr. Thomas and Mr. Lanier in favor and Ms. Nelsen opposed, waiving the defects in the Duval Landscape proposal including 1) failing to identify the addenda

May 8, 2023

Double Branch CDD

received, 2) failing to provide an insurance certificate, 3) failing to fill out the public entity crimes statement and 4) failing to provide a narrative approach to providing services and finding that the failure to submit the information did not create a competitive advantage or disadvantage was approved 4-1.

Mr. Eckert stated the next step is from a process standpoint. I'm sure many of the board members have looked at these proposals and made individual notes in terms of how they felt they were qualified. Our goal is to come up with a collective score sheet and there are a couple of different ways we can do that. We can have a general discussion, or what we did at the last meeting is if there is a board member who feels they spent a lot of time on this and wants to propose their scoring to the rest of the board members, we can do that and then we can talk to the other board members about if there are any differences in the opinions. What you usually find is there is some consensus on these, and our goal is to come up with one score sheet if we can.

Mr. Horton stated I did not take notes this time, but I've gone through all of them and I think I came up with what is the best choice.

Mr. Eckert stated from a process standpoint, we have to go cell by cell and fill in the scores and then we see how it shakes out. If there is a board member that has scores they want to propose, we can do that.

Mr. Lanier stated I'm ready to propose. The only thing I didn't do was price.

Mr. Eckert stated the percentage of the price we have, it's that ten points that is discretionary. Is that something you filled in?

Mr. Lanier responded the 15 tied into that one with the 11.49 and 12.68?

Mr. Eckert responded that is the 15 based on the lump sum. Why don't we start with Arazoza and go across the criteria and when we get to that price category, we can talk about that. Another board member may have a recommendation.

Mr. Lanier stated for Arazoza across the board I have 4, 4 and 4. The columns are supposed to add up to 25, correct?

Mr. Eckert responded no, it's 25 points per proposer.

Mr. Lanier stated I'll need to do some quick math.

Mr. Thomas stated I have a question about the price. Is any of this negotiable?

Mr. Eckert responded no.

May 8, 2023

Double Branch CDD

Mr. Thomas stated I just want to make sure I'm reading this right. One company says for 2024 it's going to be this price, and then the next year. They already know that is what the price increase is going to be?

Mr. Soriano responded that is the idea. They can always come back to us and say the economy is worse than we planned three years ago, so for this third year even though we put \$588,000, we would like to see \$590,000. That's not really a negotiation, that's what they're asking for. You can reject that. If they say we will only work for \$590,000, you can let them go out of that contract, but as far as what we do here, we wouldn't be able to negotiate. It's guided by what they turn in.

Mr. Thomas stated some of these are jumping, \$36,000 and then within a two year span it's going to \$74,000. Are they going to stick by this or are they going to come back and say the economy is really bad and we need more money, or can we say are you sure you want to jump up \$36,000?

Mr. Soriano responded another reason I did that cheat sheet is so you see those things. You saw a couple of those companies first and second year kept them the same. I'm always concerned with that, but then they do that big jump the third year. It's hard to keep things the same, so I'd almost prefer them do that gradual increase. We know what inflation is and we know people are going to ask for the three to six percent. I would have liked to see that in there, but sometimes they try to do that to entice you. It's how you feel about that.

Mr. Thomas stated I don't know what's normal. Is it normal to jump up \$30,000 from one year to the next? One of the companies is only jumping up \$7,000.

Mr. Soriano stated we do get offers and a lot of times boards will approve contracts where the vendors come in and say we're not going to change the price for three years. I'm always leery of that, but they've done it, and if the board chooses them, and then you just have to keep to that plan. If they come back a year later, that's up to you guys.

Mr. Thomas stated that's why I'm wondering if this is what we're going to be charged, or if this is the starting point.

Mr. Soriano stated that's what the expectation is. These next three years, depending on what we go with here, I would already know what to put in the budget for this year, next year and the year after. The fourth and fifth are those add-on years. We ask the vendors where they

May 8, 2023

Double Branch CDD

are and what they need and we come to the board saying they're asking for 5% more, things like that.

Mr. Eckert stated you can have a change in scope and if there is a change in scope we would negotiate with whoever the vendor is for a reduction or increase. I think the way I want to approach this, if we can, is hear what is first proposed and then see if anybody on the board feels differently about it and if so, we can get individual scores from people if we need to. If everybody has a general consensus, there is no point to do that.

Mr. Lanier stated I'll roll across with the exception to the price. I gave 16, 13, 16, and 7 for Arazoza.

Mr. Eckert asked is there somebody who disagrees with personnel at 16?

Vice Chairman Davis responded no. In my opinion, personnel is just what they say it is. They can tell us they have 100 guys. I can't count them, so I gave everybody the same on personnel.

Mr. Lanier stated I took part of personnel as experience with their front office and how long they were with companies.

Mr. Eckert asked does anybody want to propose an alternate score on experience?

There being none, Mr. Eckert asked does any board member want to propose an alternate score on understanding scope of work?

There being none, Mr. Eckert stated on price, again the 15 is already calculated, but of the 10 points, does anybody have a different score they want to propose than 7?

There being none, Mr. Lanier continued.

Mr. Lanier stated for Duval I have 20, 23, 12, and 6 for price.

Mr. Eckert asked does anybody want to propose an alternate score than 20 for personnel?

There being none, Mr. Eckert asked does anybody want to propose an alternate score to experience at 23?

There being none, Mr. Eckert asked does anybody want to propose an alternate score for understanding scope of work of 12?

There being none, Mr. Eckert asked does anybody have an alternate score to propose for price in the 10-point category of 6? The price we're talking about here is the reasonableness



May 8, 2023

Double Branch CDD

of unit prices, not the lump sum because that is already calculated in the 15 points. Also, the 10 points includes the discount if any was provided for receiving both contracts.

There being none, Mr. Eckert stated we will go to Trimac.

Mr. Lanier stated I have 20, 20, 12 and 8.

Mr. Eckert asked does anybody have any alternate cell scores they want to propose for Trimac?

There being none, Mr. Eckert stated now for United Land Services.

Mr. Lanier stated 20, 17, 20 and 6.

Mr. Eckert asked does anybody have any alternate cell scores they'd like to use for United Land Services?

There being none, Mr. Eckert stated the last one would be VerdeGo.

Mr. Lanier stated 24, 26, 20 and 8.

Mr. Eckert asked does any member of the board wish to propose alternate scoring for VerdeGo?

Mr. Horton stated on the experience I scored them higher.

Chairperson Nelsen stated me too. They know the property.

Mr. Eckert asked what score are you proposing the board consider?

Mr. Horton responded 30.

Chairperson Nelsen stated I put 30 as well.

Vice Chairman Davis stated I have a 30.

Mr. Thomas stated I have a 26.

Mr. Eckert stated we can either do a motion, or you can land somewhere in the middle.

Chairperson Nelsen stated I propose 28.

Vice Chairman Davis stated it's three to two.

Mr. Eckert stated we would have to have a motion and a vote if we're going to do that, which is fine. Or you can meet in the middle.

On MOTION by Vice Chairman Davis seconded by Chairperson Nelsen with Mr. Davis, Ms. Nelsen, Mr. Horton and Mr. Lanier in favor and Mr. Thomas opposed scoring VerdeGo 30 points on experience was approved 4-1.

May 8, 2023

Double Branch CDD

Mr. Eckert stated I'll read the final tallies and the ranking. First is VerdeGo with 97, second is United Land Services with 75, third is Trimac at 74.06, fourth is Duval at 73.68, and fifth is Arazoza at 63.49. Unless the Board has any further discussion on that, I'd ask for a motion to approve those rankings and authorize District staff to start working on a contract with your number one ranked proposer.

Mr. Horton motioned to approve ranking VerdeGo #1 with 97 points, United Land Services #2 with 75 points, Trimac #3 with 74.06 points, Duval #4 with 73.68 points and Arazoza #5 with 63.49 points and to authorize staff to negotiate a contract with VerdeGo. Chairperson Nelsen seconded the motion.

Mr. Lanier asked how did our sister district do? Are we competing against each other?

Mr. Eckert responded again, we have to get contracts through, but they selected VerdeGo as the number one ranked proposer. They did disqualify Duval and did not rank them.

On VOICE VOTE with all in favor ranking VerdeGo #1 with 97 points, United Land Services #2 with 75 points, Trimac #3 with 74.06 points, Duval #4 with 73.68 points and Arazoza #5 with 63.49 points and authorizing staff to negotiate a contract with VerdeGo was approved.

**FIFTH ORDER OF BUSINESS**

**Discussion of the Fiscal Year 2024 Budget**

Ms. Giles stated we will approve the budget at your next meeting, which is June 12<sup>th</sup> and we will adopt the budget at your August 14<sup>th</sup> meeting. That is a night meeting at 6:00 p.m. Jay and I have started looking at the agreements in place. Each month we've asked for guidance. Without guidance on any particular line-item Jay and I will work with the accountant on looking at historical invoices and we will make adjustment to the budget lines as the accountant recommends. The accountant's suspense is May 22<sup>nd</sup> if you have any recommendations or anything you want us to look at.

**SIXTH ORDER OF BUSINESS**

**Staff Reports**

**A. District Counsel**

May 8, 2023

Double Branch CDD

Mr. Eckert stated we approved at your sister district earlier some policy language changes and essentially putting them on your website and making it very clear for people who need to request special accommodations due to a disability how they go about doing that and asking them to try to do that if they can at least 48 hours in advance. We can bring that back to you next meeting for incorporation into your policies. The other item is the ethics bill did pass in terms of four hours of ethics training that you'll be required to get starting January 1<sup>st</sup> of 2024. We are currently researching what is going to be the easiest or most effective way for you all to get this training. A lot of the city and county commissioners are just doing it through an online program, which is inexpensive from what I've been told, but we're looking at whether there is a different way we can do that, that might be more meaningful and won't be terribly more expensive. We're also waiting to find out if the state is going to require special districts to have different training than city and counties, or if it will all the same. You don't have to have it done January 1<sup>st</sup>, that's when the law goes into effect.

**B. District Engineer**

There being nothing to report, the next item followed.

**C. District Manager – Report on the Number of Registered Voters (5,598)**

Ms. Giles stated Florida Statute 190 requires us to provide the number of registered voters in the community. As of April 15<sup>th</sup>, there are 5,598. Last year you had 5,532, so a slight increase there.

Chairperson Nelsen asked do you have Middle Village's numbers by chance?

Ms. Giles responded yes ma'am. Can I email them to you?

Chairperson Nelsen responded of course.

**D. Operations Manager**

**1. Memorandum**

Mr. Soriano stated we've had one community event since I saw you last, that was the yard sale. We had the movie right before that and it turned out really well. We do have the first dive-in of the year coming up at your district. Next month there will be a dive-in movie here. We generally take off July because it's so busy so we're not trying to bring even more people down to the pool, but then we get back to it in August and have a dive-in at your district and

May 8, 2023

Double Branch CDD

September is the last dive-in of the year, so we go back out to the multi-use fields area. We also have the School's Out party coming up this next month, which is held at both sets of pools. We have a DJ, ice cream and pizza at both sites with some games to kick off the summer.

You'll see our usage has continued to tick up on the rentals. Going into the maintenance side, I have a couple of updates for you. I was contacted by our GC. The original foreman from Dickey Smith, who was our general contractor when we were building your facility was the onsite guy doing a lot of the work and overseeing everybody and he is now the Vice President, so he still remembers the site pretty well. They do not have any plans on record, but he was able to look at all of my pictures and he felt pretty confident that he could suggest that we start digging. Those round forms for the slide tower are set on top of a foundation so he said if I could get down to a squared-out foundation, that is where I would want to dig out and by then we should see water. The pool itself is only three feet deep in that area, so that shell is probably another six to eight inches below that. We started digging last week. I have a pool contractor doing the digging. Typically, I wouldn't want to go that route because we already spend a lot per hour compared to our guys, but my guys are busy doing the playgrounds. They have the swing sets in Oak Brook that we started putting up and the playground at Cannon's Point is almost complete and we've been doing work at the pickleball courts. I have nets and posts that are going to be delivered Tuesday so I can start core drilling the courts so that we can paint the lines. Also, I was contacted by a couple of guys that the pickleball group went out to get for the lining. This was the small mom and pop vendor that was offering to do it for about \$1,200. This is a job that will probably cost us \$4,000 if I go through these other guys. He is a guy that does it for his hobby. He came up here one day to look over the site and didn't think he'd be able to do the job, so he handed this off to somebody else. I wanted to update you guys on the trapping. The ducks will hopefully start coming out this next week, so they've been baiting the last couple of weeks. That is all included, so we don't pay extra for all of the bait time like we do for the pigs. The pigs, they set up cameras and so far, we haven't seen anything, but I gave them that cap that they were only supposed to view for two weeks. That's all we want to pay for and if we don't see any pigs, we're going to let it go. The pigs may be gone by now. We haven't seen a lot of new rooting in the area. I also haven't heard of anybody back in The Oaks that have had any issues in their yards, but that

May 8, 2023

Double Branch CDD

doesn't mean they won't come back in the fall. We just can't continue to pay for weekly monitoring for something like that.

The rebuild of the fire backflow is typically something I would do as an emergency repair; however, I've talked to Bob's and they said it can wait a couple weeks. It's not an emergency, but it is something you have to repair. This amount of money is way past my amount, however if it was an emergency, I would move forward with it and you guys would ratify it afterwards. That backflow is a very large backflow, and it does have to be rebuilt. It's currently leaking. That handles our sprinkler system, so it has to work properly. I would like to move forward with approving that amount, but not with Cox, because I've reached out to some other guys for backflow repair and if I can get a cheaper price I will. They are our current contractor because they handle all the testing on our backflow devices, but that's all their contracted for. The extra work I'm not bound to go through them.

Mr. Horton asked how much of a run are we talking about? We're going to replace a section of pipe, right?

Mr. Soriano responded the valves and the pipe. It's a big device. We had a straight pipe done that also has the same valves in this building about a year ago and it was \$5,900, so that is about right.

Mr. Horton asked some of it is buried underground, right?

Mr. Soriano responded not the part they're going to be working on. It's that big device out there that sticks up out of the ground that is covered in foam.

Chairperson Nelsen asked at the amenity center?

Mr. Soriano responded it is. When you come into the amenity center there are a bunch of bushes on the left going towards the dumpster and it's right in that corner of the bushes. You'll hear it spitting water out.

Chairperson Nelsen stated that's two in a couple of months.

Mr. Soriano stated there are little rubber valves inside there that start to go bad, and you're required to test them every year. It was tested in November, and it was good then, but with getting to be almost 20 years old, all these pieces will start to go. It's only the big ones that cost money like this though.

Mr. Thomas asked do you need a not to exceed?

May 8, 2023

Double Branch CDD

Mr. Soriano responded yes. If we can just do that at \$7,000 and I'll go less from there if I can. If these guys end up being the cheapest then I will just move forward with them.

On MOTION by Mr. Thomas seconded by Vice Chairman Davis with all in favor repairing the eight-inch fire backflow at an amount not to exceed \$7,000 was approved.
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Mr. Soriano stated on the list of items that were sent to us a couple months ago such as the benches, picnic tables and things like that, we did vote to replace a couple of those picnic tables. I got those in today. We will start pulling the old picnic tables. We left them in place until we were ready to put up the new ones, so now we can assemble those and screw them to the concrete, so they don't walk away. We have also started pressure washing. There were a lot of items on there that she had that needed to be cleaned up. We start in the springtime, so they're going around there. I did mention I would look at pricing. This is something that is going to go into our budget. We have a section, we call it a contract, but we're not really bound to these guys to wash, so I can use somebody else. The problem is, I presented you guys with that old 2010 contract that they charge and a lot of times they're at \$17 or \$18 an hour and they do a good job, and everybody is asking for more, I just don't know that they can continue at that price so I mentioned I would get some comparisons. I'm still getting a couple more. They are nowhere near anything in the market. We currently pay them \$150 to wash a playground and it's about eight to ten hours of work. With these guys I think the cheapest playground they gave me was \$950. That's the structures, the sidewalk and the split rail. I had them look at amenity entries and it was the same way. RMS charges a couple hundred bucks and these guys were almost twice as much just to do the entry signs. We've added on vinyl fencing, so I asked them for a quote on fencing. RMS was at \$0.50 or higher per linear foot depending on what type of split rail, up to \$1.00 for the big six-foot. These guys are at \$1.00 to \$1.75. If I were to use any of these guys as the main pressure washer, that line is probably going to double or triple. So, I'm going to plan on using RMS. I think they do a good job, but I know residents have asked for more, so I'm going to base that on giving them more time and every once and a while I may have to use other contractors to get things done. If residents want all of the playgrounds done right away, it's harder. I can use them, but they only have so many staff members that they're paying \$17 to \$18 per hour. It was the same way with their management

May 8, 2023

Double Branch CDD

last year. They were our only vendor that didn't ask to increase their maintenance line, because everybody else was and we were trying to keep that budget as low as possible. They are going to ask for an increase this year, but I have to be realistic and work with them as much as possible. They do a great job, and they do a rather cheap job, but I will be looking at increasing those two lines because of that and all of the resident requests. It's going to be the repair and replacements line and the general facility maintenance line, but still do what I normally do and squeeze every penny I can.

Mr. Thomas asked can you remind me again on the pool? We're shutting that slide down for the summer?

Mr. Soriano responded not the summer yet, but it may turn out that way. They've started digging. Right now, there is a ledge that comes out underneath the slide. They're not done digging, but the wall where American Leak heard the leak extends out past where you can see under that. So, we're not worried about digging, we got the clearance to dig for the slide tower itself. Now that we've started digging, if we see a problem, we may not be able to find the problem outside the wall. It may actually be in the wall. If that's the case, the only way to fix that is you have to tear the wall out. If you do that now, you won't have a pool for the summer. In that case, my suggestion would be the slide is just off. We plug the slide up. I can use test plugs to plug the eight-inch lines under there and a twelve-inch plug on the backside. That pipe stays completely empty. You can use your pool, but you won't be able to use your slide and we would have to rip that out in the off-season. If as they continue to dig we can get to that pipe outside of the concrete and we get lucky, we repair the pipe and we go from there. I've already started looking at fixes. There is a way to abandon those main drains, but we can't explore that with contractors until we know what is entailed. They would have to plug that up, it would get marcited over and they would install main drains on the wall itself. That would go straight back and then we could connect that pipe. There is also an idea that we would get rid of the pumps that are way in the back. Everything would be much closer, kind of like your slide here. If you have been to the slide here, the pipes that go up and down that slide go off to the right and there is a pool pack area right next to the slide that just handles the slide. So, you almost get rid of all that broken piping and everything else. If that is the option, we see some savings there because you can have a much smaller motor. You guys have a 15-horsepower motor. These slides are almost twice the size of yours and they use a seven and a half foot

May 8, 2023

Double Branch CDD

because they're not pumping that few hundred feet to go all the way back to the pool pump area. So, we have started to look at these ideas just because I'm getting concerned. This job could go anywhere from \$10,000 to \$100,000 depending on what happens. If you've been out there, they have to dig under that slide. That was the one thing the general contractor said is we do not want to tear that slide apart. I was going to cut the front off, but he started warning me about the designs. The slide gets installed into the pool beam, so if we pull that out, it can create problems of leaking in the future. So, he recommended not moving the slide unless we have to, which is a good idea too because that's 20-year-old fiberglass so if we damage the slide, I was worried about the chipping supports. These fiberglass guys are not cheap.

Mr. Horton asked have they found the pipe yet?

Mr. Soriano responded they're not that far down, they're only about two feet down now. We haven't hit water yet. Water is going to be three to four feet down. The bottom of the pool is at three feet, so if that pipe goes down underneath the bottom, we have to go down there.

Mr. Thomas stated as soon as we know something, if we have to shut it off, our residents will want to know right away that it will not be available for the summer.

Mr. Soriano stated we've been telling them at the pool, but we haven't been able to give them anything definitive.

Mr. Thomas stated as soon as we have something definitive, we need to send it out.

Mr. Soriano stated I'm hoping once we dig it up sometime this week, they will be able to hit some water and we will have an idea. That will tell us whether we got lucky or not. If we didn't get lucky, no matter what, it's shutting the slide down and pool work comes in the off season and then it's up to the pool contractor and you guys to figure out what is the best route and what is the cheapest. Then we can let them know, because it's also affecting the birthday parties. We've already had a couple of rentals and they were mad they didn't have a slide. We did warn them there were problems, but they were hoping it would be fixed by now. It's \$150 rental, but I know the kids want the slides.

Vice Chairman Davis stated if you have any for this upcoming weekend, let them know it's a possibility.

Mr. Soriano stated I've already got Wanda letting everybody know. We will be lenient on cancellations.



May 8, 2023

Double Branch CDD

Mr. Horton stated I noticed going through the receipts for May that the chlorine company is charging almost \$1,000 more now. Is there a reason for that?

Mr. Soriano stated they increased three times last year and that's why we looked at the salt system. I already mentioned we're moving forward on the other two pools. I wasn't going to do anything on this pool because we're dumping a lot of water and putting fresh water, so your salt would be wasted. I can move forward with the other two, that will save us and I can get rid of that company. There have been a lot of districts this last year that have gotten rid of that company because of that. There is only one other company that does bulk deliveries in the area and that's why I think they're able to do that. To get to the next company up, you have to order 1,000 gallons at a time and that's Allied.

Mr. Horton asked do you have big tanks out there that you could put the chlorine in?

Mr. Soriano responded when we add them up together it's about 500 or 600 gallons so not at that Allied level yet who is a lot cheaper. They're about \$2.50 per gallon compared to them we're paying anywhere from \$2.80 to \$3 something a gallon. When you add that up plus delivery fees, it's increased greatly.

## **SEVENTH ORDER OF BUSINESS**

## **Audience Comments / Supervisors' Requests**

### **Supervisor Requests**

Chairperson Nelsen asked what is the estimated completion date for the pickleball courts?

Mr. Soriano responded we just got the net delivery date this weekend. He promised me they would be here Tuesday and we will start digging those poles out and based on lines, I can't do the paint until we have somebody to do the lines. I'm hoping this is the last month we have to deal with that and that's just for the courts. I did set up orders for windscreens, but that's all separate. They can play once we get paint on them. By our next meeting hopefully we have something. I haven't gotten quotes for the lines yet. The Board approved amounts, but this would be an invoice that I would have to approve separately. This wasn't the original plan. If you recall, my amount is only \$2,500. I did work with Middle Village and at their last meeting they decided to increase that. We have a lot of projects over here and \$2,500 these days does not get far, so I just have to wait to come back to you guys monthly. I would like to talk to you guys about increasing here for these types of purchases.

May 8, 2023

Double Branch CDD

Chairperson Nelsen asked and you think \$10,000 is reasonable?

Mr. Soriano responded yes. You know me, I'm still a penny pincher, so I'm always going to work to stay the lowest, but it does allow me to move forward when we want to move forward.

Chairperson Nelsen stated I'd like to go ahead and make a proposal to increase Jay's not-to-exceed discretionary amount to \$10,000.

Chairperson Nelsen motioned to increase the spending limit for the facility manager to \$10,000.
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Mr. Lanier asked this is specifically for pickleball?

Chairperson Nelsen responded no, anything. Right now, his limit is \$2,500.

Mr. Lanier stated that's quite a jump.

Mr. Horton stated I'd still like to know what's going on. I don't want to slow things down in the process.

Mr. Eckert stated we've done resolutions in other districts and dealt with this issue recently because the \$2,500 limit ties hands, so what other districts do is they have a resolution which says for expenses that are not contracted for, but they're things that need to get done in between meetings, the facility manager will have one threshold, and then you'll have a higher threshold for the District Manager to be able to approve, and then you'll have another higher threshold for the Chair and the District Manager to be able to approve. I can bring that resolution to you at your next meeting. What your sister district did is they went ahead and approved the upper limit for Jay of the \$10,000 effective immediately, but then bring back a resolution for all of the other ones I just talked about at the next meeting, but you don't have to do what they did, you can just tell me defer all of it until the next meeting if you want to.

Mr. Lanier asked if we were to not increase it what would that hinder at this stage?

Chairperson Nelsen responded it hinders the amount of time it takes them to get something done in my opinion.

Vice Chairman Davis asked can we not set a \$5,000 limit and then anything above that can we not approve via email?

Mr. Eckert responded no, the Board can't vote outside of the meetings.

May 8, 2023

Double Branch CDD

Mr. Soriano stated if we wanted to move it down to \$5,000 or \$7,000, but anything above that I can approve with Cindy and Marilee and then there is also an emergency things that I can move forward with and I have to bring it back to you guys to ratify because there's no way of getting around it. So, there are other options, that's just what they decided to do because we are doing a lot more of those bigger projects to where it's hard for me. I do a ton of research to try to save money, but it gets to a point where it just adds up time. If you guys really want to speed up some of these projects, it does make it easier for me.

Mr. Thomas asked how about \$8,000? It's not like we don't see all of the receipts anyway. I agree, \$2,500 today, you're lucky if you get some spray paint for that.

Mr. Soriano stated that was put in place four years ago, because before that it was only about \$1,000.

Mr. Thomas stated I would propose \$8,000 and obviously we are still going to be looking at your receipts. I don't want to slow down any more processes.

Mr. Eckert stated the resolution I will prepare provides that anything that is spent under that resolution comes back to the Board for ratification at the next meeting.

Mr. Horton stated I like what he's saying, that anything over whatever amount, the Board ratifies it at the next meeting so the Board knows what's going on.

Chairperson Nelsen stated I agree with you, I just don't want his hands tied. I'll withdraw my motion.

On MOTION by Mr. Thomas seconded by Chairperson Nelsen with all in favor increasing the facility manager's spending limit to \$8,000 was approved.

Chairperson Nelsen stated you were ordering screens for the pickleball court.

Mr. Soriano stated pickleball and tennis.

Chairperson Nelsen asked did you have to order screens for the gate on the storage building?

Mr. Soriano responded yes. Those are just plain. There are a couple of orders I placed a couple months ago that we should have soon. Your furniture has been two months now, but I was warned that we could not get the Bremerton in, the one that we voted on. That was the furniture in the club room. I went with the next one that looked almost exactly like it, it's just

May 8, 2023

Double Branch CDD

two-inches shorter on the couch. The other thing it has is a lot of embellishments along the bottom. Those nail head things are not on the Bremerton and it's not on our huge U-shaped couch right now. It did save us about \$2,000. They were thinking between six to eight months, so I moved to the other couch and chair set. One of the other items on this report was the basketball backboard. All of those were ordered almost two months ago now, I'm just waiting on delivery now.

Mr. Horton stated if I understood correctly, on the utility building you have the screens, you're just waiting on the delivery.

Mr. Soriano stated yes. I've already done all the orders for screens.

Mr. Thomas stated I spent a lot of time on the multi-purpose fields. These field house bathrooms and the concession stand need a little attention. Would it be worth getting estimates on painting the inside? I know there is always going to be graffiti, but is there paint that graffiti won't stick to? I took pictures of the men's room and then a female took some pictures of the women's restroom. Where the soap dispensers used to be, the discoloration on the wall and stuff like that. Then, just the general cleaning around the windows where the screens are, there are a bunch of bugs so I just feel like when I-9 and soccer starts wrapping up, there might be a couple of months where we can address refreshing the field house restrooms as well as the concession stand area.

Mr. Soriano stated I wouldn't say there is any paint that is going to stop the vandalism. There was some vandalism in the pictures that were sent that was taken care of that week and we already have some more up there. No matter how we paint it, that vandalism occurs a week later. We've been using the high gloss paint so that we can blast it even with pressure washers to make it a quicker cleanup. We can get a full paint, it's just that we know it's going to happen again in a week.

Mr. Thomas stated I know, but as far as the discoloration where the soap dispensers used to be, and possibly looking at getting some new dryers, or getting new ones.

Mr. Soriano stated I would say we can look into getting new ones. They're not that expensive and there are some nicer options out there these days. I can always move those out to the pool bathrooms. I've lost some over the years, so we can use those if we want to look at new dryers. We stopped putting the paper towels in there because they rip them off the wall the same as the soap dispensers. We went through probably 14 soap dispensers last year just in

May 8, 2023

Double Branch CDD

those bathrooms alone. Soccer has put a couple out there, because sports are what uses it the most. A lot of that vandalism occurs from people that don't even live here. We've got a couple now with our off-duty officers and we've gotten names, however they let them go rather than doing what I ask, which is to give them a trespass. If they don't live here, they should be trespassed. That's something I have to work out with them.

Mr. Thomas asked how about as far as cleaning? Is that something your guys can handle?

Mr. Soriano responded yes; we can handle that. If we want to do a full paint job, I can get some quotes. I would like to put fans in those windows instead. It's set up like a campground style window. There's no vent in it, it's just a screen. Those buildings don't have air conditioning or anything like that.

Mr. Thomas stated I-9 is very popular, and obviously soccer continues to be popular at our multi-use field.

Mr. Soriano stated I've talked to them about beefing up their help with cleaning and trash pickup, because that's not going as well as we'd like it to. It is written in their contract that they're supposed to help clean those bathrooms and taking out the trash around the fields and I can tell you that doesn't occur right now.

Mr. Thomas stated I had that discussion with them personally. As far as the concession area, all of that equipment is good to go?

Mr. Soriano responded I don't know. If anything is not working, that's on them.

Mr. Thomas stated I like the window idea. The air flow would be good. My next thing is we've talked about a lot of residents saying they don't know anything other than to contact Jay and let us know about maintenance issues. Maybe go back to, in common areas, have a QR code with a link that will allow you to submit almost like a comment card directly to your email saying I'm at this location at this time and the picnic table is up on end because the kids were smoking at it again. That way we don't get complaints from residents saying it's been there for two weeks.

Mr. Soriano stated I like the technology and it makes it easier, but realistically, email is easiest, and they know that. Just to inform you, technology-wise I am looking into things like apps for reporting, but for us to get something like that, we are going to pay. When I have something I think works well for us and we want to pay, we can. We don't even pay for a

May 8, 2023

Double Branch CDD

website, we have the cheapest pre-paid website right now because we didn't want to do those things in the past, but it is a point of requests for residents that they want it to be quicker and easier and the easiest right now is to email me and tell me where the problem is.

Chairperson Nelsen stated just brainstorming, we could do a QR code and take it to a Google form that would then populate a spreadsheet.

Mr. Soriano stated the QR codes we can make easily. I do those all the time; we just have to have a way to post them. In our common areas we don't really have bulletin boards or anything like that.

Mr. Thomas stated that's why I was thinking something behind a little piece of plexi-glass just with the code that says comments or suggestions. People should know what they are by now anyway.

Mr. Horton stated did you get anything resolved on the AT&T issue?

Mr. Soriano responded no.

Mr. Lanier stated Chalon, thank you for getting the mulch spread out there on the trail. I can't wait until we get more in there. I too had a conversation with Jay about the sports programs making that a part of their contract to beef that up a little bit. Have we given any more thought to changing the pillar at the front of the amenity center?

Mr. Soriano stated I did talk to a couple of you guys on the thoughts of changing the look of that pillar. I wasn't able to get you any ideas as far as renderings. Maybe we can do that for the next meeting, but after painting the fitness center, I thought maybe painting the brick would be good to. The fitness center looks great. It's basically white and black. We could do that to that pillar, paint the brick white and come up with new a new Oakleaf logo with the lettering in black and make it stand out. That would get rid of the water, so we wouldn't have to clean up the mold and things like that. We will also save on electricity there if we get rid of that pump setup and motor. That will take care of the issue of the bad looking bricks also.

Mr. Lanier asked did you say it's the security officers that is letting these kids go?

Mr. Soriano responded no; security is pretty good. It's more CCSO that does more of the second chance type thing. Our security crew is pretty good about listening and trying to get to them right then. Sometimes I worry about them being too strict in a case that is not a trespass situation. Our officers do give out too many breaks many times.

Mr. Horton stated you mentioned the fitness center. I think it turned out really well.

May 8, 2023

Double Branch CDD

### **Audience Comments**

A resident stated along Oakleaf Drive and Parkview Drive there's a park on the corner, and a lot of the fencing has been stolen and/or damaged. If there's a plan to have that redone or looked at.

Mr. Soriano stated we have new vinyl that's in now, so we can put that up. My guys are on the playground right now though, so it's tough to get out there. They did steal about nine planks. Generally, they steal them, and we find them down the road in the bushes. I can't find them, so I went ahead and ordered some new ones.

The resident stated I think last time I was here I mentioned viewing the master plan. I didn't see a master plan as it relates to a comprehensive maintenance master plan. That's what I wanted to look at, not the master plan in terms of what is coming up in the community.

Mr. Soriano stated it is maintenance because it's a repair and replacement line on the capital. As far as my terms, there are things I think need to be repaired, changed or replaced that are not in that capital plan. That's a third-party company that comes out and does the capital plan, but that is what that is. It takes into account that we know a pool motor might have seven years and you have to put the price on there for that date.

The resident stated I was looking for a master maintenance plan from your standpoint.

Mr. Soriano stated I use that to guide me. It's nice because it's not just me saying, I like this, or I want this. It's a third-party company that says, you really should look at this and I take that, and I try to make those things last a little longer so if they think an item should be replaced in 2023, I'm hoping to get into 2024 or 2025 before we look at it. There are usually 10 to 12 other things each year that I would like to do if the budget allows.

Ms. Giles asked did you find it on the website, or do you need help finding it?

The resident responded I found the comprehensive capital plan, but I'm looking for the maintenance master plan.

Mr. Horton stated whoever did the graphics on this is pretty good.

The resident stated those were just some of the things when we first moved out here that we've noticed. It gives you an idea of what was, versus what is.

Mr. Horton stated I don't know if it was like that before.

The resident stated it was like that when we moved in 20 years ago.

May 8, 2023

Double Branch CDD

Mr. Horton stated I've been here 20 years too and I don't remember.

Mr. Soriano stated I still have a few pictures from 20 years ago.

A resident stated it does kind of make you cringe, because it looks snaggle-tooth. There are certain things you guys have maybe decided you're not going to replace because there has been damage from the kids, but what are we going to replace it with in order to make it look better? You look at the first picture that he showed up and then the second one. If you're not going to replace it, then what are you going to do with it? Those are our concerns. We've been talking to neighbors, not only in our subdivision, but going around and asking and a lot of times they're just too busy to come for whatever reason. I'm not saying we're speaking for every resident in Oakleaf, because we're not, but what we're saying is, there's a picture where you see the annuals and behind the annuals it's just dirt. What is the plan there? If you have a plan, can you please share it? Coming and saying the same things over and over is not going you any good, and it's not doing us any good. The purpose is to be a proactive participant with feedback to give you guys. I do like the comment that Scott made about how we can upload as residents, because you're right, you guys have a million things going, so when a resident sees something that has been broken, just to be able to scan that picture and shoot it to you guys to show you what's going on. That park that is by Oakview when you first come into the subdivision by the Publix at Argyle across from the community center.

Mr. Soriano stated she's talking about the green space with the vinyl that's gone.

The resident stated if they're going to keep on stealing it, maybe we have to take it down but figure out a way to still make it look nice. I do understand we can't just keep replacing things if people are going to tear it down. You don't have time to micromanage people. I wish everybody could control their children, or if you could control adults that do destructive things, but what is the plan, because I'll be honest with you, when I look at this, my attention span is gone. This is for you guys, and maybe there should be a meeting with the residents, not for us to come to complain, but for us to say how can we be a participant in keeping the maintenance right. Does anybody have a problem with that, or is that feasible?

Mr. Horton stated the Board is always available. If you go to the Double Branch website, we all have our emails there. If you just send an email to us and give us specific information and don't inundate us with stuff. If you give us too much, it's hard to work with. I like this and I like the suggestion.



May 8, 2023

Double Branch CDD

Mr. Thomas stated that's something we could ask VerdeGo to look at right now.

Mr. Soriano stated these are the things that you guys do when we do those extra projects.

Mr. Thomas stated sometimes you get so used to driving by something, so more communication is good, so maybe these are a couple of areas that we can ask VerdeGo to check out what is going on.

Mr. Soriano stated I promise they will be ready to give us a quote.

Mr. Thomas stated at least we will be moving forward and planning to address what we could do.

Mr. Horton asked do we think this is a good idea to do something like this?

Chairperson Nelsen stated we can certainly ask Chalon to provide us with a proposal.

Mr. Thomas stated I like what's going on right now. To get it back to what that might be, we're talking a lot of money. It needs to look a little bit nicer.

A resident stated even if you don't get it back to the way it used to be, the ones and twos and threes that are there, remove those so it will look uniform.

Mr. Thomas stated it definitely could look better.

Mr. Soriano stated we will get a quote for those two areas. I'm not real big on the third if that's an annual thing.

Vice Chairman Davis stated she's talking about the bushes behind the annuals.

Mr. Soriano stated in the median, I'd probably hold off, but I like the two that are on the pond bank there, because our pond banks did have a lot more grasses. They were never that full though. Tom points that out every once in a while, with the back pond on the soccer field, but they were designed to where they had small beds. You don't have irrigation everywhere on the pond banks, so you have to be careful. We would have to put in bigger, more costly, mature grasses to make sure they grow.

Ms. Giles asked is that the board's guidance to Chalon to bring back proposals for that?

Vice Chairman responded yes, please.

Mr. Horton stated I will caution; the first bridge has been done and that was like \$2,500 for plants in there. It's not cheap.

May 8, 2023

Double Branch CDD

**EIGHTH ORDER OF BUSINESS**

**Next Scheduled Meeting**

Ms. Giles stated the next scheduled meeting is June 12<sup>th</sup> at 4:00 p.m. at the Plantation Oaks Amenity Center.

**NINTH ORDER OF BUSINESS**

**Adjournment**

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

DocuSigned by:  
*Marilee Giles*  
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\_\_\_\_\_  
Secretary/Assistant Secretary

DocuSigned by:  
*Cindy Nelson*  
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Chairman/Vice Chairman