

**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, **June 12, 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	Chairman
Chad Davis	Vice Chair
Andre Lanier	Assistant Secretary
Tom Horton	Assistant Secretary

Also present were:

Marilee Giles	GMS
Mike Eckert	District Counsel
Jay Soriano	Field Operations Manager
Chalon Suchsland	VerdeGo
Zach McGee	S3 Security

FIRST ORDER OF BUSINESS

Roll Call

Ms. Giles called the meeting to order at 4:00 p.m. A quorum was present.

SECOND ORDER OF BUSINESS

Audience Comments

There being no comments, the next item followed.

THIRD ORDER OF BUSINESS

Approval of the Consent Agenda

- A. Minutes of the May 8, 2023 Board of Supervisors Meeting**
- B. Financial Statements**
- C. Assessment Receipts Schedule**
- D. Check Register**

Ms. Giles stated included in your agenda package are the minutes of the May 8th meeting, followed by the financial statements, the assessment receipts schedule and the check register totaling \$124,357.25.

On MOTION by Vice Chairman Davis seconded by Mr. Horton with all in favor the consent agenda was approved.
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FOURTH ORDER OF BUSINESS**Acceptance of the Draft Fiscal Year 2022
Audit Report**

Ms. Giles presented the audit report for Fiscal Year 2022 on page 257 of the agenda package. Ms. Giles stated that the Districts are required along with cities and municipalities to have an annual audit done by an independent CPA. Behind tab 4 is the financial report from Grau & Associates for the fiscal year ending September 30, 2022. She noted it is a 31-page report and they did a great job. PDF page 259 shows on page 1 of the audit report under the paragraph that says "Opinions," it says "In our opinion the financial statements referred to above present fairly in all material respects the respective financial position of the governmental activities in each major fund of the District as of September 30, 2022." Page 284 in the third paragraph under "Internal Control Over Financial Reporting" it says, "Given these limitations during our audit, we did not identify any deficiencies in internal control that we consider to be a material weakness." On PDF page 286, the third paragraph says, "In our opinion the District complied in all material respects with the aforementioned requirements for the fiscal year ending September 30, 2022." Page 287 under the management letter, it says, "The purpose of this letter is to comment on those matters required by Chapter 10 of the rules of the auditor general of the State of Florida. Accordingly in connection with our audit of the financial statements of the District as described in the first paragraph, we report on the following:" She stated that the next page goes over those three areas. She noted that the report said, "Current year findings and recommendations; none. Prior year findings and recommendations; none. Compliance with the provisions of the auditor general of the state of Florida, for each one listed it says there are no significant findings. Ms. Giles noted that this was a clean audit and it looked really good on the District.

On MOTION by Mr. Horton seconded by Ms. Nelsen with all in favor Accepting the Draft Fiscal Year 2022 Audit Report was accepted.
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FIFTH ORDER OF BUSINESS**Consideration of Resolution 2023-06,
Approving the Proposed Budget for
Fiscal Year 2024 and Setting a Public
Hearing Date for Adoption**

Ms. Giles noted that Resolution 2023-06 started on page 290. She stated that this resolution approves the Proposed Budget for Fiscal Year 2024 and sets a public hearing date for adoption. Mr. Eckert stated that this resolution was similar to what the Board had seen in the years past and was just the beginning of the process. Ms. Giles stated that once they approve the budget, they will send a copy to Clay County as required by Chapter 190 of the Florida Statutes. They propose holding the public hearing on August 14, 2023 at the Board's scheduled August meeting at 6:00 p.m. That will give them the full 60 days to submit the certified assessment rolls to be added to the tax rolls. This exhibit has four funds. She reminded the Board that is the general fund which covers all the administrative expenditures for the District, the rec fund which covers some administrative items but mostly maintenance, common area, and recreational expenses. There is the debt service fund which covers the 2013 bonds and lastly the capital reserve fund. She stated that the changes to the budget were minimum, some lines went up and some lines went down, the side-by-side comparison on page 313 shows that there will be no increase in assessments.

Mr. Soriano stated that last year he brought up that they needed to come up and increase for ten years what they were saving. He stated they never really had the capital reserve mark, they always sunk money into the capital, the savings account. For operating, with that increase he could make it another year and that is how they have a flat budget. He stated that they do have automatic increases on some items. They know the landscaping is going up a big amount with the new contract. He stated he does see the availability to keep the budget flat for another year.

Mr. Lanier asked what the average time frame was for the community to raise assessments, was it every five years. Mr. Soriano noted he has Districts that raise a minimal amount every year whether they need it or not. He noted that is not typical, but they don't see Districts trying to go five to ten years without an increase. Ms. Giles stated that she doesn't have any Districts that have stretched that far. Mr. Eckert stated that he has had some that have done seven or eight years but it's because they overbudgeted for a while. They were collecting a lot more than they needed and putting a lot back into reserves each year. He stated that sometimes what happens is they'll do reserves because they have to establish it after the developer leaves

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and then they just leave it in. Mr. Eckert stated that raising assessments every two to three years is around the average he has seen.

Ms. Giles noted that page 314 shows their capital reserve fund and she stated that they look good there. Ms. Nelsen stated that they have also been spending a lot. Mr. Soriano stated that they are definitely spending more than they have in the past, but he doesn't have any concerns there looking at the next year and the upcoming expenses that he can see. Mr. Horton stated that things are starting to break, they had the slide repair and then the backflow preventer that cost them \$7,000. He stated that there are a lot of expenses that are coming up after twenty years. He stated that he wouldn't be opposed to more labor. Mr. Soriano noted that they can keep it flat for this year but next year they would likely be looking at an increase. Mr. Horton stated that there wasn't room in the budget to add more people for labor, and he noted that the other Board had mentioned that too. Mr. Soriano stated that in the other meeting at 2:00 they looked at some of the same things and they decided they would rather stay flat this year. Mr. Horton asked if next year they would need to make changes, and Mr. Soriano stated that if they stay flat, they will have a minimal need for extra maintenance or dollars for supplies and things like that.

Vice Chairman Davis motioned to approve Resolution 2023-06, Approving the Proposed Budget for Fiscal Year 2024 and Setting the Public Hearing Date for August 14, 2023 at 6:00 p.m. and Ms. Nelsen seconded the motion.

Ms. Giles asked for any further discussion from the Board. The Board had no changes to the motion.

On VOICE VOTE with all in favor Resolution 2023-06, Approving the Proposed Budget for Fiscal Year 2024 and Setting the Public Hearing Date for August 14, 2023 at 6:00 p.m. was approved.

SIXTH ORDER OF BUSINESS

Consideration of Resolution 2023-07, Setting Monetary Thresholds and Authorizing Disbursements of Funds Without Prior Approval of the Board

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Ms. Giles stated that on page 318 was Resolution 2023-07. She stated at the last meeting the Board increased the spending limit for staff and this resolution outlines the disbursement of funds for continuing expenses, non-continuing expenses, and emergency expenses. She noted that under non-continuing expenses they outlined not to exceed \$8,000 with approval of the Operations Manager, not to exceed \$15,000 with approval from the District Manager, and not to exceed \$25,000 with approval from the District Manager and the Chairperson. Ms. Giles reviewed the emergency expenses and noted that for emergency expense exceeding the authorization, in the event that an emergency meeting of the Board cannot timely be convened, and pursuant to the District's rules and Florida law, the Board hereby authorizes the disbursement of funds in any amount necessary to address the emergency condition.

Ms. Giles reviewed section 2 which states that payments made will be presented at the next meeting. She noted that is how they do business now, whether it's a continuing expense or a non-continuing expense. She stated that the Board will always see those expenses. Mr. Eckert stated that Jay will have to keep track of the NTE amounts, as Double Branch is approving \$8,000 and Middle Village approved \$10,000.

Mr. Horton motioned to approve Resolution 2023-07, Setting Monetary Thresholds and Authorizing Disbursement of Funds Without Prior Approval of the Board and Mr. Lanier seconded the motion.

Ms. Giles asked for any further discussion on Resolution 2023-07. The Board had no further comments regarding the motion.

On VOICE VOTE with all in favor Resolution 2023-07, Setting Monetary Thresholds and Authorizing Disbursement of Funds Without Prior Approval of the Board was approved.

SEVENTH ORDER OF BUSINESS

Consideration of Resolution 2023-08, Approving the Florida Statewide Mutual Aid Agreement

Ms. Giles noted that Resolution 2023-08 was on page 382 of the agenda package. Mr. Eckert stated that he had been in the process of going through all the Districts he works with to

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find out who has Mutual Aid Agreements and who doesn't. He stated that it is a compact, similar to what the electric utilities have when somebody needs help, they will all go in and help them. He stated that this agreement is between local governments in Florida, and local governments can choose to be part of it or not. Essentially in the event that they had an emergency and they needed help from the county or a local city, or any other local government that is part of the agreement, the Board could make the decision to reach out to them if the private contractors can't take care of what they need like getting roads cleared, debris removal, etc. Mr. Eckert stated if they don't have this agreement, they don't have that ability. He noted that there is no charge to enter into the agreement, the only time they would incur a charge is if the Board reaches out and says they need help. Mr. Eckert noted that it also means when somebody else has a problem who is a local government and they need help, they can reach out to the Board. He noted however, that CDD's are one of the smallest units of local government and he has never seen a county or city reach out to a CDD for services or anything like that.

Vice Chairman Davis motioned to approve Resolution 2023-08, Approving the Florida Statewide Mutual Aid Agreement and Mr. Lanier seconded the motion.

Ms. Giles asked for any discussion on the resolution. The Board had no comments on the motion.

On VOICE VOTE with all in favor Resolution 2023-08, Approving the Florida Statewide Mutual Aid Agreement was approved.

EIGHTH ORDER OF BUSINESS

Staff Reports

A. District Counsel

Mr. Eckert provided the protest letters. He noted that when they do an award for a landscape RFP they send letters out, and they did not get any protests from any of the vendors. He noted that they have since prepared the contracts and provided those to Jay. Jay is working with VerdeGo on getting those documents finalized. Mr. Eckert stated that the contract goes into effect on October 1, 2023. Mr. Eckert stated that they did an addendum to the Fire Protection proposal contract. They also reached out to the county and there is not really any change in

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relation to the Library site that is no longer going to be a library. He stated that they adopted something at Middle Village, some language that they added to their policies and their website for people who have disabilities to try to reach out to the amenity manager in advance to the extent possible to try to arrange for accommodations. He stated that Double Branch should likely add that to their policies as well.

Mr. Horton asked what the discussion about the library was. Mr. Eckert stated that they had reached out to the county several months ago about whether or not the county would be interested in deeding that property to the CDD. The county is trying to figure out if they need it. Mr. Horton asked how big the property was, and Mr. Soriano stated that it is $\frac{3}{4}$ of an acre. Mr. Soriano stated that the parking lot was the CDD's but the property was not. Half of the grass belongs to the county; the front half belongs to the CDD. He stated that they could come up with something else, and if the county still wanted it, they might look at finding a way to give them the asphalt as well. Mr. Eckert asked if the parking lot was built for the building, could they build something and encroach into the parking lot to make that usable space bigger. Mr. Soriano stated they probably could. Mr. Eckert stated that every District he works with is looking for land for recreation.

B. District Engineer

There being no comments, the next item followed.

C. District Manager

Ms. Giles had nothing further to report to the Board.

D. Operations Manager – Memorandum

Mr. Soriano noted that they are well into the summer now. They have the school's out party and the second Dive In at MV Pools. They have an 80's theme for the summer, so they started with Labyrinth and the next movie is Navigator, then Explorer. For the programming, they are having tennis, swim lessons, etc. Food trucks, he stated that they had a request to do food trucks at the pool, one or two trucks on a Tuesday night. It would be at the amenity center in the roundabout by the pool and the playgrounds. They close at 8:00 p.m. The reason he doesn't have usage numbers is because they are working on the access system and they are still working on updating that. The company has had a hard time doing what he needs. He stated that

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they took the system down but it is back up as of today. He couldn't pull the reports because all of the systems weren't talking to each other. They are moving on the pickleball, they were hoping to be done but the week they planned on starting it rained a lot. They started laying surfacing, and he stated that the pickleball group is very happy and they were out there when they were laying last week. Mr. Soriano stated I am waiting on a company to do the lining, because we are not doing the lining. I don't want crooked lines or slightly less than 90-degree angles. Once all the surfacing is out, they will come in and they will give me snap lines so I can install posts and nets in the ground. Then we can put the paint in the right spots. That's where I will start needing volunteer help, they are excited and waiting to help.

Mr. Soriano stated that the Health Department came out and did all the inspections for the spring and had a concern about the closing of the pool. They at first were not going to allow me to keep it open because our plan was to plug the main drains and that is not something you are allowed to do. I argued with them that those main drains are not part of the filtration system, they look like it, but they are not hooked to your filtration system at all. They are there just for the slide. They asked me to wait to get clarification from their bosses at Tallahassee and they came back a week later and said we cannot work on the pipe while the pool is open. If we do find the leak and we are able to clear it and a contractor comes up with a good plan to make that fix, we have to shut down whether it's one week or more for the contractor to do the work.

Mr. Horton asked if the contractor is ready to come out and work on it when they give them the go ahead. Mr. Soriano stated he doesn't know that. They stopped when the Health Department came out. Mr. Horton stated I don't think it's a big deal if you have to close the pool for a week, whatever it takes to get it done. The residents will be disappointed if there is no slide.

Mr. Davis asked since when does the Health Department have control to tell them what permits they have to get. Mr. Soriano stated they get involved with pools and septic and the permits involved on that side.

NINTH ORDER OF BUSINESS

Audience Comments / Supervisors' Requests

Ms. Giles stated that the next item on the agenda is audience comments and Supervisors' requests. She asked if any member of the audience had any comments. There were no audience comments at this time.

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Ms. Giles asked for any Supervisors’ requests. Mr. Horton asked about the \$7,000 estimate. Mr. Soriano stated the Board has already approved a not to exceed and now he is waiting for a company to tell him if they can beat that estimate or not. If they can’t, it will go to the company that provided the \$7,000 estimate. Mr. Soriano explained that this was for the fire backflow that handles the sprinkler system.

Mr. Horton asked if they finished painting the pool playground tank. Mr. Soriano stated he did not finish the red so they did the blue legs. They dried it out, but they haven’t done the red yet. Mr. Soriano stated they will probably close down for one day and try to get it done. Mr. Horton stated that the top of the yellow thing will be tough to get to. Mr. Soriano stated that they don’t typically do the top, if they want to do the top he will have to do that during the off season because he will have to have scaffolding.

TENTH ORDER OF BUSINESS

**Next Scheduled Meeting – July 10, 2023
@ 4:00 p.m. at the Plantation Oaks
Amenity Center**

Ms. Giles stated the next meeting was scheduled for July 10, 2023 in the same location.

ELEVENTH ORDER OF BUSINESS

Adjournment

On MOTION by Vice Chairman Davis 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:
Cindy Nelson
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Chairman/Vice Chairman