

**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, **July 10, 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
Andre Lanier <i>by phone</i>	Assistant Secretary
Tom Horton	Assistant Secretary
Scott Thomas	Assistant Secretary

Also present were:

Marilee Giles	GMS
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 4:07 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 June 12, 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 June 12th meeting.

Mr. Thomas stated I wasn't here for that meeting.

Ms. Giles stated I'll make that correction.

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On MOTION by Chairperson Nelsen seconded by Mr. Horton with all in favor the minutes were approved as revised.

Ms. Giles stated the minutes are followed by the financial statements, the assessment receipts schedule and the check register. The check register is broken out by the three funds that we have; the general fund, the recreation fund, and the capital reserve fund.

Mr. Horton stated I have a question on Tito's Painting. They rented a lift that we paid for. Was that for the fitness center?

Mr. Soriano responded yes; they couldn't get to the highest eaves without the lift. It wasn't included in the original quote, but it was something they needed to be able to finish.

Mr. Horton stated I see the billing for the ducks. Was it \$995 to get us started?

Mr. Soriano responded yes. To update you, after the last meeting I was ready to cut them loose because we hadn't seen any hogs, but the next day after that meeting I got videos sent to me of nine hogs and that's what they were looking at, which I figured would cost us a couple thousand dollars in hog removal, but they did have a video of them out there tearing out the playground and the Fall Creek area there. I went ahead and approved them to continue. We weren't paying anything more for this set up like the ducks, then we only pay for each animal that is removed. We've captured 16 hogs, so I have cut them off at this point. I told them to remove the trap because at this point, I think we're just baiting them and attracting them. I don't think these are hogs that are just going to keep coming in. We will see what happens. You'll see a couple thousand dollars in bills next month for the hog removal. They've only gotten five ducks so far and the net has been up there for a while.

Mr. Horton stated there is a bill in there for three tokens for EntraPass.

Mr. Soriano stated that's to update the access system, so that was part of that work we're doing with the front desk computers.

Mr. Horton asked what is the three tokens?

Mr. Soriano responded it's a software kind of like a security key. When you get Microsoft Word, they give you a security key that allows you to upgrade. They give us a special number that we have to input into the software, and it tells their server that we can upgrade to the next version of software.

On MOTION by Chairperson Nelsen seconded by Mr. Thomas with all in favor the check register was approved.

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FOURTH ORDER OF BUSINESS

Discussion of the Fiscal Year 2024 Budget

Ms. Giles included in the budget is a chart showing the assessments will stay the same. We added this item to the agenda just to have an opportunity for Board discussion. Jay, is there anything in this budget we need to share?

Mr. Soriano responded no; we went over everything last time. The idea was to try to bring it down, so unless there were any concerns on what we talked about removing last time, that's it.

Mr. Horton stated on the vendors you have pest control, and you have Certified Air Contractors. Do you still use them?

Mr. Soriano responded I'll have to update it, it's Toole Technologies. Almost all of our vendors except for landscaping are not exclusive, so even though I use Toole more than everybody else, if there's a time where I need something fixed that he can't get to, I do have the ability to use somebody else. It's mostly Toole. Every once in a while, you might see Howard's A/C. They live in the neighborhood, so they respond quickly.

FIFTH ORDER OF BUSINESS

Staff Reports

A. District Counsel

Mr. Eckert stated the agreements that have been approved with VerdeGo and any other agreements you've asked us to do, we've already completed those and they are out for signature at this point. June was a quiet month for us, but I'm happy to answer any questions that the Board has.

B. District Engineer

There being no comments, the next item followed.

C. District Manager

Ms. Giles stated next month I'll bring the Fiscal Year 2024 meeting schedule for you to look at. If there is a month or date that has caused an issue in the past, just let me know and we will look at it ahead of time to see if changes are necessary.

D. Operations Manager – Memorandum

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Mr. Soriano stated we have been extremely busy, so our amenity usage numbers are ticking back up to normal compared to the last couple of years since COVID, however your pool is not as high as it has been in the past and I think that's because the slide is down. That cuts down on things like birthday parties and stuff like that. Everything that we've been talking about this last year is getting back to a more normal status with usage. We have events coming up in August. In July we take a break because it's already so busy, but we will be getting back to our dive-in movies and of course, in August, the kids go back to school. Weather-wise I think we're going to be busy at the pools well into September, possibly even those weekends in October.

I have some items I wanted to update you on. We have gotten about five layers of surfacing on the pickleball courts. I'd like it to be quicker, but it's been tough with the holidays and weather. We can't lay surface in the rain. They were supposed to start pulling green paint today but we couldn't even start that. I have some areas I'm concerned with that look like they've gotten wet in the middle of the night that I have to peel and recoat just to make sure everything is good, but our pickleball players are happy. If you've gotten a chance to go out there and see the rubber surface, it's really cool and I think they'll be excited once it's said and done.

The slide is a bigger discussion. Last month I told you I was able to get the as built. We've hit water, but no pipe. If it's broken in the T, or even in the elbow, the only way to get to it is to drain the pool and cut the marcite concrete out. If you recall, we did this same thing to the other pool a couple of years ago. We had a crack and it sunk and we had to cut a big square. You can still see the square patches we have in the other pool where they cut that sump out and they did it to the other side too so they could repair the fiberglass and reattach those pipes. At that time, it cost \$7,000 for each side, so it was \$14,000. It will be a little higher now, but they not only had to cut those out, they also had to cut out a three-foot section of concrete and marcite to get to that T. So, I would be looking at a good \$20,000 at least and we will be knocking this pool out because we'd have to drain it. It's probably going to be a month or more. I sent this out to four different companies. Capital T was supposed to meet me this morning, but because of the rain they didn't show up and he called me about rescheduling for tomorrow. Crown Pools will also be here tomorrow. Both of those companies have a guy that was working on this site when they were installed, so they kind of remember everything. Both of them were surprised the pipe goes the way it does. They thought like me that it makes the quickest exit it can, but it makes

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sense since everybody would have been worried about the footers for the slide. I told them it should be a two-week job and asked if they have time for it. Their thought is even if they tell us two weeks, it's going to be at least a month. Something is going to delay it, whether it's rain, or delays with the marcite company. They don't pour the marcite back in, another company will, so they have to work with them too.

Chairperson Nelsen stated so, if we start this when school starts back when we go to the days open, can we keep this pool open every day, or just the lap pool?

Mr. Soriano responded we could keep the lap pool open over there if we want to do it that way. Since we are alternating, that's my other concern is we've talked about should we just start now. At this time of year, we also last year in July started closing down the pools one day a week so we could do a treatment. They're going to be doing that here. The swim team finishes this next week, so they will be out of the way, and we can go to those one-day treatments. That's kind of hard to do, because now the neighborhood's only working slides are over here. We may have to separate it out to where the lap pool is open, so at least they have an option. This was just for discussion, but I wish I had numbers for you.

Mr. Thomas asked is it actively leaking right now?

Mr. Soriano responded no. It hasn't been leaking for the last two months. That's how we know it's that pipe. Not only did we have a company come in here for it, but I plugged that pipe up, so those two drains we put in big test plugs that are just sitting there and then there is a plug on the other side by the pool house. That pipe is separated out now, so you're not leaking any water. Figuring out exactly where and how to get to it is going to be the hard part. You're going to have to cut out some concrete someplace.

Mr. Thomas stated I think with the heat and everything going on in July, there would be an uprising.

Mr. Soriano stated I have gotten a couple of complaints about the slide. There's not much we can do. The other option was to at least give them a pool to play with. They have three pools there now, so even when we're busy, people can spread out, it's just not having the slide.

Mr. Thomas stated I think waiting until September would be ideal.

Mr. Horton stated I agree.

Mr. Soriano stated I'll make plans for how we do that alternating schedule so that there is always an option. I'll meet with them still to get plans and a timeline knowing that we're looking

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at starting in September, and costs so I can bring that back to you guys. The other thing we talked about was those big pipes run all the way along the grass and back to the pool pack area, so we talked about changing that and putting two tanks next to the slide tower, that way in the future, I don't need to worry about those pipes anymore. There's quite a few hundred feet that could have an issue in two or three years. But that would be a bigger cost and would be a separate quote. If that's something we want to move forward with, we can talk about that.

Mr. Horton asked is the backflow done now?

Mr. Soriano responded Bob's was able to repair what was needed. They did a quick repair on the leak, but then they also have a check valve that they ordered. I had originally given you guys one from our contracted fire company at around \$6,900 dollars. Bob's did it for \$2,367.88. You'll see it in next month's packet, because I just sent the invoice off last week. They did have a small asterisk that says as they're replacing the check valve if anything else pops up, there would be an additional charge, but at the moment, everything is off, so the water is not leaking and the fire service is working fine. They did give me a recommendation and I'll bring that back after they're finished for replacing that insulation. That is custom molded insulation. The proposal to replace that insulation was \$1,782.88. I want to worry about getting it fixed first, so I'll bring that quote back.

Mr. Horton asked what's that insulation for?

Mr. Soriano responded for the big backflow. When you saw it leaking you noticed how a lot of the insulation is falling apart.

Chairperson Nelsen stated but for aesthetics, it's right there at the park.

Mr. Soriano stated it's kind of hidden by the bushes, but they did have to tear some of it off to get to it, so once the repair is done, we will take a look at it and I'll bring that back to you and I'll probably have them give me a better price, but that's what they put on their quote.

Chairperson Nelsen stated maybe if they do it all at once, so they don't have to come back?

Mr. Soriano stated I can see if they give us a better deal and I can always approve that under my amount if that's the case.

Mr. Horton stated on pickleball you said you're waiting for the rain so they can put the green paint on.

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Mr. Soriano stated once we do the first coat of green, I can get the company that is coming out to line it. I sent them an email last week letting them know we were planning on doing that this week, but he hasn't responded to me. If I put that first coat of green on and he can't show up for a month, I'm stuck. I have no clue where the nets and the posts go; I have to have that positioning out there before we can move forward.

Mr. Horton asked it only requires one coat of green?

Mr. Soriano responded no; it requires multiple. We may still have three weeks on the quick side if he can get to me in this next week or so to do the lining.

Mr. Horton asked you had a walk-through with the health department. I guess that went okay?

Mr. Soriano responded yes; we are good there. That is considered the last for this operating year for our permits. I'll get another one that starts off the first part of the operating year, but it's actually the end of the summer.

Mr. Horton asked so twice a year?

Mr. Soriano responded yes. Sometimes they do a third, but they're supposed to at least do two, one at the end of their operating year and one at the beginning.

Mr. Horton stated we commented on the landscaping around the club room. Were you thinking mulch or something?

Ms. Suchsland stated pine straw. We couldn't do mulch because of the rain coming off the roofline. It would just wash into the lake.

Mr. Horton stated it looks good.

SIXTH ORDER OF BUSINESS

Audience Comments / Supervisors' Requests

Mr. Horton asked is everything going okay with security?

Mr. Soriano responded so far. The biggest thing is they're getting a steadier staff, which is nice because they had a lot of change over for a while. What I would like if they're comfortable with their staff, they need to drive the golf cart. The golf cart is working, and we paid money for those batteries. They even created a check-in and check-out system, so they have it on record if I know one of their guys damaged the cart or there's any issues with it, but they haven't been using it yet, so I'll get with them on that.

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Mr. Horton stated yeah, I don't know why they wouldn't want to use it as long as it's reliable. If I had to push the thing back, I don't think I'd use it either.

Mr. Soriano stated they're all brand new batteries now, so there shouldn't be an issue. My guys have used it and the only thing they've pointed out is when someone doesn't hook the charger up at night. They're electric carts, so you do have to charge them every night.

Mr. Horton stated speaking of carts, there is something on there about replacing one of the carts.

Mr. Soriano stated we repaired one and then I have one that is sitting in the shop right now. The oldest one is a 2006. Quite a few years ago I replaced one of our two old carts. Each side had one from 2006. I replaced the one and kept that car for parts and we've been kind of piecing together this other start to make it last. We've gotten to the point where he wants to replace the motor. The motor snapped off completely. It's \$1,600, so it's still not bad, but I may look at purchasing another gas cart to split between the two districts. We will try to make it run. I have a couple more maintenance guys now, so I need them to be able to get out. This year, especially for the summer, trash has been bad. Since they got out of school, trash on our roadsides and in our parks is worse than I've ever seen it, so being able to send these guys out quick when I get an email or call from a resident is helpful, so having those carts available makes it a lot easier.

Mr. Horton stated last I heard in February there were three full-time and three part-time employees.

Mr. Soriano stated now I have another full-time and one part-time. I will lose one to the military and one to UNF, so we will work on replacing them. That will happen at the end of August or beginning of September. We are a little more loaded than we've been in the past and that's helpful. We have interviews for three guys this week, two for janitorial and one for maintenance. I don't have a concern if I get a little more because I could have used one of those guys for three months and then they quit.

Mr. Horton stated the air conditioning where Wanda and Lisa are does not work. One of them was shut off because it leaks so bad.

Mr. Soriano stated I know it's hot in there, but years ago before I was there, the girls that sat in those offices wanted to be able to control their office individually, so they added those picture frame split systems, and they don't work very well. The big A/C is controlled in what

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used to be the gym. My office can be cold, and their offices will be warm still. When we're able to pump enough A/C there and it's working well, you walk into my office, and it will be 63 degrees just to get them to 77 many times. I've been waiting for Toole. They're going to block a lot of the vents for me. We have quite a few vents that feed that since it was the gym.

SEVENTH ORDER OF BUSINESS

Next Scheduled Meeting – August 14, 2023 @ 6:00 p.m. at the Plantation Oaks Amenity Center

Ms. Giles stated the next meeting was scheduled for August 14, 2023 at 6:00 p.m. in this same location.

EIGHTH ORDER OF BUSINESS

Adjournment

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

DocuSigned by:
Marilee Giles
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Secretary/Assistant Secretary

DocuSigned by:
Cindy Nelsen
1834ED053396448...
Chairman/Vice Chairman