

**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, **November 13, 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
Tom Horton	Assistant Secretary
Scott Thomas	Assistant Secretary

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. A quorum was present.

SECOND ORDER OF BUSINESS

Audience Comments

There being no audience members present, the next item followed.

THIRD ORDER OF BUSINESS

Approval of the Consent Agenda

- A. Minutes of the October 9, 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 October 9th meeting.

Mr. Horton stated on page 75 it said something about items pertaining to club room furniture purchases. Is that part of the purchase?

Mr. Soriano responded yes, it's only part of it. That was quite a few thousand for the leather chairs and the couches.

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Mr. Horton asked it was just a partial payment?

Mr. Soriano responded yes because the two wingback chairs came from one vendor and we had to reorder them to come from Ashley because those didn't work well, so there were two different companies providing bills.

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

Ms. Giles stated next are your financial statements as of September 30th, followed by the assessment receipts schedule showing the District is 100% collected for the last fiscal year, and then last is the check register for \$145,023.27.

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

FOURTH ORDER OF BUSINESS

Public Hearing for the Purpose of Adopting Rules Related to Parking Enforcement; Resolution 2024-01

Mr. Eckert stated this is related to the area around the Village Center that we've talked about from time to time, and a map of that is included as Exhibit A-1, as well as some amenity center areas, providing that there is no parking permitted there between dusk to dawn and that multi-space parking, which is parking in multiple spaces, is prohibited 24 hours a day, 365 days a year. It has not changed since the last version the Board has seen.

Mr. Thomas asked do we pay a tow company to come and spot check every now and then?

Mr. Soriano responded we don't pay, but we do have a contract and I did update that with ASAP, so they went out there and added new signs this last month at the Village Center. Ours at the other amenity center is a little faded so I'm going to get them to do that, but they have to have their signage posted so long before they start towing. We don't pay them though. We don't get anything out of the contract other than the fact that they help us to keep the area clean and clear.

Mr. Thomas stated I didn't know if they had a schedule like a couple of times a week.

Mr. Soriano stated they do have the ability to come out whenever they'd like. They

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follow those rules that we've set in place, but they generally don't come out unless we tell them it has been problematic lately and they will also come out for a direct request, so we've had that at the soccer fields before and amenity center parking lot due to games. There's no schedule or anything like that.

On MOTION by Mr. Thomas seconded by Chairperson Nelsen with all in favor the public hearing was opened.

There being no members of the public present, a motion to close the public hearing followed.

On MOTION by Chairperson Nelsen seconded by Mr. Horton with all in favor the public hearing was closed.

On MOTION by Mr. Thomas seconded by Chairperson Nelsen with all in favor Resolution 2024-01, adopting rules relating to parking enforcement was approved.

Mr. Horton asked have you given a copy of this to the HOA over there?

Mr. Soriano responded I have not. They can get a copy of it after this. They did already start sending out emails just based on the information they got from the last couple of meetings. Marilee and I have already gotten some angry feedback here and there from the residents that believe they should be allowed to park in the front. But, if you've noticed, nobody has really removed any vehicles from over there. They have done their part of sending out emails.

Mr. Horton stated I just want to make sure the people over there have a copy of this so they're aware of it.

Mr. Soriano stated if you guys want, I can send it to them. This will get posted to our website too.

Ms. Giles asked do you have a way to do an e-blast?

Mr. Soriano responded yes, we can do that and attach it as a link to our website. Even though they've received a lot of notification, nobody has really moved anything so if we start this tomorrow there are going to be a lot of angry people.

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FIFTH ORDER OF BUSINESS**Consideration of Request from Clay County for Transfer of Ownership of Parcel No. 04-25-007868-021-29**

Mr. Eckert stated the middle section that is the grassy area, we own about half of it and the county owns about half of it. History is we went to the county and asked if they will give us its half so we can do something with it and the county came back and said they have a commissioner who would like to develop a library site there with some community meeting space and asked if we would be willing to deed our part to the county. I think we both agree that somebody needs to consolidate it for it to be useful. We have been maintaining it even though the county owns half of it. The last conversation we had with the county staff, attorney and commissioner was they would like the CDD to deed its part of the grassy area to the county for use of a library and some other community meeting room space or something like that. They didn't know at that point. The CDD would keep the parking areas and roadways areas around there, just like we do now we would maintain the landscaping and lighting and the roadways. It was unclear whether they wanted us to do landscape maintenance and lighting on the grassy area that we would be deeding to them, but I would just say we're not going to do that. We don't want to get involved in their building maintenance and that kind of stuff. Today I'm really looking for a board consensus because we don't have a document to vote on, but we said we would bring it to the board and find out if that sort of an arrangement would be acceptable to the district. I know the board previously said before you give it up that it's actually going to be used for a library and there are a couple of ways you can do that. One is you can have an agreement to convey it to them in the future once they prove to us that they are going to be able to do a library, the other is to put something in a deed with a reversionary interest that if they don't build a library by a certain date, then it would automatically revert back to the title to the district understanding that at any point in time the county could exercise eminent domain and take it from us anyway. I'm just looking for a general consensus on whether you're okay with that proposal, and if so, we will start to put documents together with the county.

Mr. Horton stated I think it's a good idea. To have a library here is a fantastic idea, but I'd like for the county to somehow pony up and say we're going to do this and give them a specific timeframe like within the next two years or something like that, and if they don't, then it reverts back to us.

Mr. Eckert stated I agree, and I thought it was a very productive call in terms of

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everybody trying to go in a positive direction and I told them that was a concern from the beginning. I said the Board will probably be okay working something out as long as you're not turning it into a recycling station and stuff like that, so I don't think getting some assurances, whether it's a timeframe or reversionary clause will be a concern. Or, we can just say, yeah we're willing to do it, but come back to us when you have the funding and it's in your capital improvement plan for the next year and then we can give it to you.

Mr. Thomas stated I would like that.

Chairperson Nelsen stated I would like that as well because I don't want to see them pop a portable over there and call that a library.

Mr. Horton stated when you say you talked to the board, you talked to one board member, right?

Mr. Eckert responded yes, I was talking to a county commissioner, the administrator, and the county attorney.

Mr. Soriano stated Alexandra Compere was on the phone, County Manager Wanamaker, Courtney Grimm and Wanamaker's assistant.

Mr. Horton stated I just wonder how the rest of the board feels. Are they aware of it?

Mr. Eckert responded yes, I think they're aware of it, but I don't think they've voted on it yet. We asked the question if this is real and the feedback we got was yes, they want to do something in that area of the county.

Commissioner Alexandra Compere joined the meeting at this time.

Mr. Eckert stated I was just explaining to the board our last telephone call about having a library site over there and maybe some community meeting room space. I told them that nobody is exactly sure what the final thing would look like, but certainly this board has told us from the beginning that if they're going to give up their property, they want to make sure a library is going in there. I think that's the same interest you have. In talking about them with the maintenance issues that we've talked about before with the parking staying with the CDD and the streetlighting in the parking lots staying with the CDD, so the CDD would enforce the parking just like we just adopted parking rules for Village Center. The third thing was that we would deal with the parking lot landscaping, but not on the land that would be owned by the county. I didn't know if you have anything to add.

Commissioner Alexandra Compere stated I think you captured all of the major points.

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Mr. Horton asked is the rest of the board aware of this and have some feeling of what they'd like to do with the land? Do they really want to put a library there or is it just you?

Commissioner Alexandra Compere responded the rest of the board does know. I came into the commission with three major objectives for my term and the library was definitely one of them. All four of the other commissioners are aware of that goal. You have support from the State delegation as well. I've spoken to Senator Bradley and Representative Garrison as to our plans for that specific location to be developed into a library. The reason there is some conversation about it being a library plus is because Oakleaf is limited in those resources of a space to congregate. I remember specifically when I was running last year we struggled to find a place to meet here and most of my district is Oakleaf, so the primary purpose is definitely going to be that library resource, but I've spoken to Supervisor of Elections Chris Chambless and he's hoping to have another space out this way for election purposes as well, so there is going to be this hybrid government building. I believe St. Johns County has already implemented something that looks like this, so it's on my calendar to go out there and visit it with some of our county staff here soon.

Mr. Horton stated sounds like it's moving along pretty good then.

Commissioner Alexandra Compere stated yes, I think the big push is the Oakleaf community has been asking for this for over 20 years.

Mr. Thomas stated it would be beneficial because when you go across the county line, they do not allow Clay County residents at the Duval County library, so where is the closest library? Kingsley, correct?

Commissioner Alexandra Compere responded Kingsley or Middleburg. It's a trek either way. I tried to get a library card from the library just across the lines and to your point, I would be charged in order to get a card and I don't think that's right.

Mr. Horton stated I'm retired military, so I can get access to one, but the fee before was \$100 I think for non-military to join and it has since gone up to \$175 per year and I understand that it's only retired military, not the spouses that get access to it. I think it would be a good deal.

Mr. Eckert stated I think what we're looking for today is a general consensus from the board on whether you want us to start working with the county to try to put together documentation that is along the lines of what I presented to this board, and of course the final documents would have to come back before this board and the county for approval on this issue.

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Mr. Horton stated I think everybody is on board with that.

Mr. Thomas stated absolutely.

SIXTH ORDER OF BUSINESS

**Ratification of Engagement Letter from
Grau & Associates for the Fiscal Year
2023 Audit**

There being no questions or comments, a motion to ratify the engagement letter followed.

On MOTION by Mr. Thomas seconded by Mr. Horton with all in favor the engagement letter from Grau & Associates for the Fiscal Year 2023 audit was ratified.

SEVENTH ORDER OF BUSINESS

Staff Reports

A. District Counsel

Mr. Eckert stated I am looking at an issue related to impact fees that I may come back to the Board for. We are seeing a little bit of movement in the sale of impact fee credits. That was something we mentioned maybe about a year ago when the law changed, so we will look at that and come back to the Board with whether or not there is any way you all can monetize those.

Mr. Horton stated I'm not sure what we're talking about here.

Mr. Eckert stated basically, when the District built a lot of roads, parks and things like that, the District received impact fee credits.

Mr. Horton asked it's something that we're supposed to have but we don't, right?

Mr. Eckert responded we have it, but the District overbuilt a lot of the amenities and roads above and beyond, so we have credits that are just sitting on the shelf and because there was a change in the Statute where there has now become a market for purchasing those impact fee credits from CDDs. We're starting to see that actually happen now.

Chairperson Nelsen asked we can sell them outside of our District, right?

Mr. Eckert responded the law was amended so you could go outside of your area a little bit, but it's not unlimited.

B. District Engineer – Ratification of Requisition No. 13

Ms. Giles stated this pay requisition is for payment to the District for \$19,389.42 towards the tennis reconstruction project that we had, so this depletes the 2013 construction fund balance.

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On MOTION by Chairperson Nelsen seconded by Mr. Thomas with all in favor requisition number 13 was ratified.

C. District Manager

Ms. Giles stated I sent out an email earlier this afternoon regarding the resignation of ETM. If you didn't receive it, I put a copy in front of you. It's effective 30 days from the next meeting. It will be a two step-process. The first is to accept their resignation and the second phase will be approving evaluation criteria and issuing a request for qualifications.

Mr. Eckert stated just a couple items. One, I've worked with ETM for a long time, and even though it's a 30-day notice, I'm sure if we have questions in the future or in the time it takes to get a new engineer, they will be available to be able to help the district. I'm not concerned about us having a lapse by virtue of that notice. The second thing is the process. We follow an act called the CCNA where we have to advertise for qualifications of engineers, we then rank the engineers based on their qualifications and then once you do that ranking, the Board would authorize us to negotiate with the number one ranked firm in terms of price, so that is the first time that price comes into play and if we can't reach terms on price, then we go to number two and then number three. Today you're not going to be able to start that process because you need to be able to approve the evaluation criteria, the points and the scoring before we advertise for it and there just wasn't enough time from when we got that notice. All you'd be doing today is accepting the resignation of England Thims & Miller as your district engineer and then we would bring to your December meeting the evaluation criteria and the authorization to go out and do an RFQ.

On MOTION by Chairperson Nelsen seconded by Mr. Horton with all in favor the resignation from England Thims & Miller as district engineer was accepted.

D. Operations Manager – Memorandum

Mr. Soriano stated we have just had a lot of events, a movie on the green and our pumpkin plunge. I started this report before it was done, but you've already had your community yard sale. We will be having a movie on the green this Friday and then we get into our virtual Turkey Shoot. This is a favorite from the last couple of years, so we will be sending out pictures from the virtual run after Thanksgiving. It lasts the whole week that the kids are out. We will

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have Cocoa with Claus, but this year will be a little different. We have our own in-house staff working on this. It's going to be Cocoa with Andy Claus, so it's going to be run by the tennis program this year and it should be lots of fun. That's held here in this room. Our pools have moved to the off-season schedule. Your lap pool is open for adults as far as swimming during the daytime if they want to brave the cold water. If not, they can come over here where we just turned our heaters on at this pool. We're testing this month and then usually by Thanksgiving break they are running all the time at 77 degrees. They do shut off in January and February, so we send out emails of when they're on and how we use the covers and then when it gets too cold, we just don't have them open anymore. I have a couple of updates for you and the first one is your slide pool. I will be sending out a pictorial report for this. It's amazing to watch these guys work on it. There was a lot of work involved. That pipe was broken under the mouth of the slide. They did cut out a good amount of material and as we got down, we noticed there was a big abscess, which right away told me there was a lot of water in that area and it was causing everything to sink out underneath the pool shelf. They cut out a big 12-inch pipe and one of the major things I'll point out in the pictures is the major reason for it starting to crack is the old-style T that was on your slide pipe was actually an older fitting. It is a two-piece T where they glue part of the T into the other side. They don't do this anymore. This is the second time we've seen a fitting fail, so that's what concerns me. We've talked about that for the future. These pools are getting to be 20 years old, and we've had two fittings fail, this one just happened to be under the concrete, causing us to have to shut it down and cut a chunk of it out. They are pretty far along. Once they get the sump boxes in, everything is going to be put back together, concrete shot in and marcite. I'm hoping in the next couple of weeks we will start to see that happen and then we will be able to fill the pool up. I did take advantage and we did a lot of stain cleaning and removal of dirt and algae that were building up because we had this leak, so when we open that pool back up it's going to look nice and bright. Our second big project that is done is our pickleball courts. We have six courts. They had a grand opening this past Friday where they had a tournament, and it was loaded. Saturday, they had even more people. The playing surface is great and looks good. Everybody is extremely happy. We will have a lot of work to do there though because we still have fencing repairs. We have some barricades that I ordered that will go up and some new wind screens. I did let them know that was secondary. That was not part of the

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surfacing project. It's something that is needed to make it look good. We will have one of the largest facilities for pickleball in the area because there are 10 courts altogether.

Mr. Horton asked how long is it going to take to fix the fencing?

Mr. Soriano responded the old style just had a tension wire and that's where the fence starts to curl up. We're actually going to attach a bottom bar like you see across the top and then it gets metal zip ties, so as soon as I get the bars in, we will start doing that.

Mr. Horton asked our people are going to do that?

Mr. Soriano responded yes, just waiting on delivery of pipe. We also have four barrels of each paint, so blue and green. I set that order up to save money because it got us more supply at a lower cost, but it's also going to allow me to touch up the other court surfaces. That will be next. They're not as worried about that because they have six brand new courts ready to go, so they're happy. We will do that when we get time on those shared courts. We will use up all that material once we're done in that area and the fitness center will look a lot different.

Mr. Thomas asked Chalon, do you have anything for landscaping?

Ms. Suchsland responded no.

EIGHTH ORDER OF BUSINESS

Audience Comments / Supervisors' Requests

There were no audience comments.

Supervisor Requests

Mr. Horton asked have you heard anything from security?

Mr. Soriano responded no, but we have had a couple of complaints the last couple of weeks. Mostly due to the fact that they are doing their job and asking for IDs. I've had to deal with some angry parents, even after I go through the fact that they are required to have their IDs when they're on property. It gets a lot of pushback, especially when I get the parents that say I've lived here for five years and we've never had a card. We don't go out and ID everybody. We try to be fair, but there is no way, especially when those soccer fields are busy and there are hundreds of people out there. Our security guard is not going to get to everybody, but they do have to do their job. If there are people that are problematic, or if there are people that other residents are complaining about, they're going to check to see if they live here and if they live here, they're going to remind people that they must have their ID, or they can be asked to leave.

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When they get asked to leave, that's when it gets heated, and we have had a couple of those situations the last couple of weeks. I work with security to make sure customer service is there and nobody is being rude or firing back when these residents get ugly and angry. It's unfortunate they get beat up while doing their job, but it's happened a lot more. Outside of that, they are here doing that. They're not using the cart yet, but they've got some new guys that I'm hoping will get to using that cart.

Mr. Horton asked has the guy tried to catch any more ducks?

Mr. Soriano responded no, although right now they're better because of all the commotion at the pool. They will come back as soon as we put water in there. Everybody knows we're getting rid of these ducks so I'm just going to transfer it over to my maintenance guys to help handle some of our larger duck groups.

Mr. Horton stated I walked around the soccer field today and everything looks good. The tables have all been replaced.

Mr. Soriano stated we have swapped out a couple of trash cans. We had some vandalism last month with some trash cans catching fire. We've had extras so we moved them in and out and I'll work on slowly adding some more so we have some ready to go when we get that.

Mr. Horton asked have you contacted the soccer teams about paying their fees?

Mr. Soriano responded I did get with them. One of the problems is they said we haven't provided them an invoice. I do have numbers for a couple of years, but I would say the last three seasons they haven't reported the numbers, so I don't know what to put in my invoice to them if I don't know how many kids are in there. So, if I have to, I will hit them with a large one and they will pay us basically a \$16,000 to \$18,000 check for the last few seasons. They are supposed to provide me with numbers before the end of the season and then I create that invoice.

Mr. Horton stated I just don't understand why they don't just pay out at the end of the season. Walking around today I was looking at the sod. I don't play soccer, but it looked pretty good to me. There are some bare spots.

Mr. Thomas stated we're getting really close and remember each section costs about \$22,000 and we're going to quarter it. There are some holes that are coming up.

Mr. Soriano stated it still looks pretty good, but in comparison to when we first did each section of sprigging, you can see that line.

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Mr. Thomas stated especially where the keeper boxes are, so we're definitely going to have to rotate those fields.

Mr. Soriano stated I got with Elite, and they asked me some questions this year because they also have a little change in their operation that is going on. Kate has always asked me to forgo that couple thousand dollars in the contract that they're supposed to do every season. We have always been lenient and if they don't want to do it, they can save the money and put that towards programming because we want them to be successful, but the problem is, they're going to have holes in front of the boxes and midfield where it's worse and that's not going to fall on us, because that's part of their contract to do. They've done it so many seasons and that's why we see more of a problem. Now when we go out and sod that, it's going to be a lot and they have talked to Chalon about it. They can't afford to do it all at once, so now that's also where we're looking at getting that sprigging this next season. We can't continue to take those years off. They are expected as part of that contract to do off-season sodding in those areas and they're going to have to go through that.

NINTH ORDER OF BUSINESS

Next Scheduled Meeting – December 11, 2023 @ 4:00 p.m. at the Plantation Oaks Amenity Center

Ms. Giles stated the next meeting was scheduled for December 11, 2023 at 4:00 p.m. in this same location.

TENTH ORDER OF BUSINESS

Adjournment

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

DocuSigned by:
Marilee Giles
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Secretary/Assistant Secretary

DocuSigned by:
Cindy Nelson
1834ED063306448...
Chairman/Vice Chairman