

MINUTES OF MEETING
WYNNFIELD LAKES COMMUNITY DEVELOPMENT DISTRICT

The regular meeting of the Board of Supervisors of the Wynnfield Lakes Community Development District was held Wednesday, May 16, 2018 at 6:00 p.m. at the University of North Florida, University Center, 12000 Alumni Drive, Room 1090, Jacksonville, Florida.

Present and constituting a quorum were:

Dr. Kristi Sweeney	Chairman
Claire Marsh	Supervisor
Luis Diaz-Rodriguez	Supervisor
Kate Priddy	Supervisor

Also present were:

Daniel Laughlin	GMS
Jason Walters	District Counsel (by phone)
Dave deNagy	GMS
Don Craig	ETM
Richard Waters	Riverside Management Services
Chris Hill	Riverside Management Services

The following is a summary of the minutes and actions taken at the May 16, 2018 meeting. A copy of the proceedings can be obtained by contacting the District Manager.

FIRST ORDER OF BUSINESS

Roll Call

Mr. Laughlin called the meeting to order at 6:05 p.m.

SECOND ORDER OF BUSINESS

Audience Comments

There being none the next item followed.

THIRD ORDER OF BUSINESS

Approval of Minutes of the March 21, 2018 Meeting

The minutes are included in the agenda package behind Tab III.

On MOTION by Ms. Priddy seconded by Dr. Sweeney with all in favor the Minutes of the March 21, 2018 meeting were approved.
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FOURTH ORDER OF BUSINESS

**Acceptance of Minutes of the March 21, 2018
Audit Committee Meeting**

The minutes are included in the agenda package behind Tab IV.

On MOTION by Dr. Sweeney seconded by Ms. Marsh with all in favor the Minutes of the March 21, 2018 Audit Committee meeting were accepted.

FIFTH ORDER OF BUSINESS

**Consideration of Resolution 2018-05,
Approving the Proposed Budget for Fiscal
Year 2019 and Setting a Public Hearing Date
for Adoption**

Mr. deNagy addressed the board. A copy of the draft proposed budget for FY19 is located in the agenda package behind Tab V. A one-page summary was provided to the board members. A budget will be approved at this meeting, but it will not be adopted until at least 60 days have passed from budget approval. Deadline for approving the budget is June 15, and adoption must be by August 1. Once the budget is approved, it cannot be increased any higher at adoption, however, it can be lowered.

Mr. deNagy stated an increase is being proposed for this budget. The budget is tight now, and it is good to have contingency built into the budget so assessment levels can remain stable for several years. Mr. deNagy briefly outlined areas with increases and decreases. The overall increase for the year is \$13,565. He also briefly discussed the Capital Reserves, which is located online. This is a list of all the assets in the District and the cost to replace those assets that is amortized over a number of years. There is annual funding so money is available on hand when it comes time to replace those assets. The amount of the annual increase for single-family homes is \$60.76, and it is \$40.72 for multi-family homes. A mailed notice will be sent at least 20 days prior to our public hearing.

There was discussion among board members about using border collies for geese control and the amount of money budgeted for that.

Mr. Laughlin stated the date scheduled for Public Hearing and adoption of budget is the July 18, 2018 meeting.

On MOTION by Dr. Sweeney seconded by Mr. Diaz-Rodriguez with all in favor Resolution 2018-05 approving the proposed budget for FY19 was approved, and a Public Hearing date was set for July 18, 2018 at 6:00 p.m.

Mr. deNagy stated the letter being sent will have highlighted the major components of the budget with explanations of increases or decreases.

Mr. Walters stated we can do a cover letter that gives the history of increases or no increase periods.

SIXTH ORDER OF BUSINESS

Acceptance of the Audit Committee's Recommendation

On MOTION by Dr. Sweeney seconded by Ms. Marsh with all in favor to accept the Audit Committee's recommendation and authorize staff to issue award letter to Grau & Associates for FY18 audit services was approved.

SEVENTH ORDER OF BUSINESS

Discussion of Goose Control

There had been brief discussion about using border collies when the budget was discussed. Stories were shared about how well border collies work in eliminating the goose problem. More research needs to be done regarding CDD property and residential property. It was decided to continue discussion on this at the next meeting and have a representative from Goose Masters present if possible.

EIGHTH ORDER OF BUSINESS

Consideration of Fountain Installation / Maintenance Pricing

Two proposals are located in the agenda package behind Tab VIII. One is for the installation of one fountain, and the second is for the installation of two fountains. These are example proposals, and if the board approves doing this project, new proposals will be requested from several sources.

There was some discussion about the pros and cons of having fountains. There will be an approximate \$100 month increase in electricity, and \$300 cost for semi-annual inspections. The Capital Reserve Study will have to be updated if fountains are added. Three board members wanted to table discussion on having fountains. Another board member would like to discuss it with the HOA and possibly bring back for discussion at a later date.

NINTH ORDER OF BUSINESS

Consideration of Proposals for Patio Furniture

Proposals for patio furniture are located in the agenda package, and the furniture will replace what is currently on site. These are commercial-grade pieces made of steel. Florida Backyards will also help the CDD sell the current furniture. Mr. Diaz-Rodriguez felt the prices were too expensive and suggested looking at Costco. After some discussion, the board decided to purchase new furniture NTE \$7,826.

On MOTION by Dr. Sweeney seconded by Ms. Priddy with Ms. Marsh in favor and Mr. Diaz-Rodriguez opposed to purchase patio furniture NTE \$7,826 and have Supervisor Marsh decide color was approved.

TENTH ORDER OF BUSINESS

Other Business

Mr. Waters stated there is a situation with a man who is not a resident but who followed the protocol all the way through and is now bothering young women in the area. He will now be criminally trespassed if he enters the CDD property or the condo's property.

ELEVENTH ORDER OF BUSINESS

Staff Reports

A. Attorney

Mr. Walters stated he had no action items for the board.

B. Engineer

The Engineer's Report is located in the agenda package. It is a required annual review of the CDD portions of the community. Mr. Craig gave an overview of his report. The findings

were that everything seemed well maintained and working as intended. No recommendations were made for maintenance or repair.

Mr. Diaz-Rodriguez expressed his concern about the erosion along the pond banks. The Engineer reports it is normal and nothing needs to be done at this time. Dr. Sweeney stated her support for having a report made every year concerning the erosion. After discussion, it was also decided to have staff come up with a procedure to check pond banks every six months.

On MOTION by Ms. Marsh seconded by Ms. Priddy with all in favor to accept the 2018 annual Engineer's Report was approved.

C. Manager

Mr. deNagy stated the general elections are this year, and those interested in staying on the board or running for a seat need to qualify in June.

D. Operation Manager's Report - Memorandum

Mr. Hill presented the Operation Manager's report located in the Agenda Package behind Tab XI-D.

Yellowstone has taken over, and the transition has been smooth. Cost was received for aeration of the playing field. It is \$238.78, and it was recommended that go ahead and be completed. It is time to do mulch, and proposals have been received for pine bark and ground mulch. The pine bark is a little more expensive, \$44 a yard, for a total of \$66.44. Ground mulch is \$42 a yard for \$63.42. Mr. Hill recommended ground mulch. Palm tree prunings are included in the contract.

E. Amenity Manager

Mr. Waters presented his report located in the agenda package as part of the Operation Manager's report.

Mr. Waters has been talking to people in the community and doing research to get ideas for special events for adults and children. A block party idea has been suggested. If a 4th of July event, Labor Day event, or Memorial Day event is held, and it was for Wynnfield Lakes residents only, people could bring their own alcohol. It would be cost effective to have a caterer provide food because of legal liability. A caterer provided a proposal to serve 250 to 300 people a meat with two sides, roll, drink, condiments, and paper products. They would also deliver, set up, and clean up. The price would be approximately \$6.50 to \$7.50 per person. Another

company will provide tables and chairs in the activities field to accommodate additional seating for the catered event. A 16' water slide will also be included. The event would cost about \$2,300 total. The event can grow if it is well received. He did not have an amount for this type event included in his budget, so something basic could be done quickly, or the event can be planned for Labor Day with more time to advertise and perhaps do a special appropriations amount. Other events that can be offered and are less expensive include water survival lessons, stroller stride program, a fun bus (for children), painting with a twist, and a ventriloquist.

Dr. Sweeney suggested a back-to-school event and asked Mr. Waters to bring an idea to the July meeting.

TWELFTH ORDER OF BUSINESS

Audience Comments / Supervisor's Requests

Audience Comments

There being none, the next item followed.

Supervisor Requests

There being none, the next item followed.

THIRTEENTH ORDER OF BUSINESS

Financial Reports

A. Approval of Check Register

Mr. Laughlin stated the total of the check run for the General Fund is \$102,275.06

On MOTION by Ms. Priddy seconded by Dr. Sweeney with all in favor the Check Register was approved.

B. Balance Sheet & Income Statement

This item is included in the agenda package and is reflected through March 31, 2018.

C. Special Assessment Receipt Schedule

This item is included in the agenda package.

FOURTEENTH ORDER OF BUSINESS

Next Meeting Scheduled – July 18, 2018, 6:00 p.m. at the University of North Florida, University Center, 12000 Alumni Drive, Room 1090, Jacksonville, FL 32224

Mr. Laughlin stated the next meeting will be July 18, 2018 at 6:00 p.m. at this location.

FIFTEENTH ORDER OF BUSINESS Adjournment

On MOTION by Dr. Sweeney seconded by Ms. Marsh with all in favor the meeting was adjourned.



Secretary/Assistant Secretary



Chairperson/Vice Chairperson