

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, July 17, 2019 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
Luis Diaz-Rodriguez	Vice Chairman
Kate Priddy	Supervisor
Sharon Thomaszfski	Supervisor

Also present were:

Daniel Laughlin	District Manager
Tucker Mackie	District Counsel (by phone)
Don Craig	District Engineer
Chris Hall	Riverside Management Services
Richard Waters	Riverside Management Services

*The following is a summary of the discussions and actions taken at the July 17, 2019 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 6:00 p.m.

**SECOND ORDER OF BUSINESS**

**Audience Comments**

There being none, the next item followed.

**THIRD ORDER OF BUSINESS**

**Affidavit of Publication**

A copy of the affidavit was included in the agenda package.

**FOURTH ORDER OF BUSINESS**

**Approval of Minutes of the May 15, 2019 Meeting**

Mr. Diaz-Rodriguez noted his position should be listed as Vice Chairman.

On MOTION by Ms. Thomaszfski seconded by Ms. Priddy with all in favor the minutes of the May 15, 2019 meeting were approved as amended.

**FIFTH ORDER OF BUSINESS**

**Consideration of Proposal from Riverside Management Services, Inc. for Providing Facility Management and Janitorial Services for FY 2020**

Mr. Laughlin stated RMS has a slight increase for this coming fiscal year so we wanted to bring it to your attention. It's about a \$1,500 increase for the year.

Ms. Priddy stated there has been a 3% increase every year since 2017.

Mr. Hall stated it's a cost of living increase.

Mr. Diaz-Rodriguez stated we are dealing with a contractor and if the contractor chooses to incentivize an employee or something that is their business. Our business is you provide the service and we pay you a certain amount so we're not necessarily obligated to adjust the amount.

Mr. Waters stated this position at other districts pays \$65,000 to \$70,000 and perhaps it's just a matter of this company trying to slowly pay this position what it should be paid. Your decision will not affect the effort that I put in every day that I'm there but comparatively speaking this line item is lower than other districts and I would say that I do more than what is in my job description.

Dr. Sweeney stated I think you do an amazing job and I've looked at what some of the other people in this CDD make so I'm not necessarily against it. I don't know if we can go up 3% every year but I stand behind what you do and I think it's apparent what you do. Have the facility attendants and the general facility maintenance gone up too?

Mr. Hall stated that's an hourly rate for repairs and maintenance. The only thing that has gone up is the facility attendant.

Ms. Thomaszfski stated my concern is we can't keep this pace up especially with everything else that keeps increasing. I don't know where we're going to come up with the money.

Mr. Diaz-Rodriguez stated Richard, I don't think anyone is disputing what you just said but the point that we're trying to make is just because internally they're trying to do some catch up with other districts, that doesn't mean we need to approve an increase. There's also an open question on whether we need to open bids.

Dr. Sweeney stated I don't have a problem with it. We spend \$1,000 on a number of things numerous times when we're here and I think Richard outwardly shows his commitment to our community and I can't say it will be 3% every year but I look at that dollar amount and I think I see Richard's value in that.

Ms. Priddy stated we're obviously very satisfied with the service that RMS is providing but that doesn't mean we need to keep paying more and more. Just because someone does a good job and what is expected of them does not mean they automatically get extra money every year. I would say the same thing with Yellowstone if they came in with a 3% increase.

On MOTION by Mr. Diaz-Rodriguez seconded by Ms. Thomaszfski with all in favor keeping Riverside Management Services, Inc. rates at the same level as FY19 was approved.

Dr. Sweeney stated it would be really great if Rich would come and present this to us. It's hard for you to advocate for decisions your company is making rather than your boss being here to make that argument on your behalf, which I think is unfortunate.

**SIXTH ORDER OF BUSINESS**

**Public Hearing to Adopt the Budget for  
Fiscal Year 2020**

On MOTION by Dr. Sweeney seconded by Mr. Diaz-Rodriguez with all in favor the public hearing was opened.

Mr. Laughlin stated this budget is not increasing from the previous year.

Ms. Thomaszfski stated there's no way we can buy-down the bond assessment and pay it off early to get rid of the interest?

Mr. Laughlin stated no the bonds are paid by individual properties it's not the actual CDD paying it back. Each individual homeowner can choose to pay the debt down on their own home.

Ms. Thomaszfski stated I hear from time to time at meetings we kind of borrow from future budgets, like last time we were talking about repairs to the pool and you mentioned there is money in the budget for that in future years.

Mr. Laughlin stated a company comes in and assesses all of your assets so for example you have an A/C unit, that A/C unit typically has a seven-year life and it's three years old so you're going to have to replace it in four years and it's going to cost this amount of money and they recommend you putting away 'X' amount of dollars each year so when it does break you have that money available. It's not an exact science. It may say seven years but it may fail in six years.

Ms. Thomaszfski stated the clarification I was looking for is we're borrowing from future budgets that are going to be short?

Mr. Laughlin stated it goes both ways. The A/C might break a year sooner but something else may last two years longer than what the reserve study said.

Ms. Thomaszfski asked and that's why you wanted to do a new reserve study, to catch us up?

Mr. Laughlin stated yes they go out for 20 or 30 years but realistically you can't predict that exact so it's good to have a new one done every five or ten years to reassess.

Dr. Sweeney asked when's the last time we bid out pool maintenance?

Mr. Laughlin stated Crystal Clean has been here since I started.

Dr. Sweeney stated I don't think they've gotten any better.

Ms. Martha Diaz-Rodriguez asked is Lake Doctors asking for an increase?

Mr. Laughlin stated there is about a \$200 increase. Lake and pool companies are the main ones that have a 1.5% or so increase every year.

Mr. Diaz-Rodriguez stated there is an algae bloom on the lake by my property.

Mr. Hall stated I asked the technician to come out and check the lakes because I knew this would come up and there's nothing wrong with the lakes.

Dr. Sweeney stated Kate and I were looking at other districts and their fees are very comparable. I think we should bid out for pool maintenance.

On MOTION by Dr. Sweeney seconded by Ms. Priddy with all in favor the public hearing was closed.

**A. Consideration of Resolution 2019-04, Relating to Annual Appropriations and Adopting the Fiscal Year 2020 Budget**

On MOTION by Dr. Sweeney seconded by Ms. Priddy with all in favor Resolution 2019-04 was approved.

**B. Consideration of Resolution 2019-05, Imposing Special Assessments and Certifying an Assessment Roll for Fiscal Year 2020**

On MOTION by Ms. Thomaszfski seconded by Mr. Diaz-Rodriguez with all in favor Resolution 2019-05 was approved.

**SEVENTH ORDER OF BUSINESS      Staff Reports**

**A. District Counsel**

Ms. Thomaszfski stated Jason was going to report to us on the legislative session that ended and any changes that might be happening.

Ms. Mackie stated there wasn't much in terms of things that needed to be implemented by the District. What did get adopted and that will be implemented is going to come before the board in the form of revised rules of procedure, most of which just incorporates minor revisions to statutory sections that the district was previously governed by. For example, there are some additional auditing procedures that we will need to follow with securing our next trench of audit services for a specific period of time, which I don't think is relevant to this particular district right now, but when those proposed rules are presented to the board we will walk through those in the format of a redline so that you can see each change specifically.

**B. District Engineer**

There being none, the next item followed.

**C. District Manager**

**1. Report on the Number of Registered Voters (1,001)**

Mr. Laughlin stated there are currently 1,001 voters within the District.

**2. Discussion of the Fiscal Year 2020 Meeting Schedule**

A copy of the proposed meeting schedule was included in the agenda package.

On MOTION by Dr. Sweeney seconded by Mr. Diaz-Rodriguez with all in favor the meeting schedule for Fiscal Year 2020 was approved as presented.

Dr. Sweeney asked with all of the new construction on Beach and Kernan should we be concerned with where the water is going?

Mr. Craig stated they have to retain water in their ponds so in storm conditions things will overflow and there's no control over that but I don't think it will be any worse.

**D. Operation Manager - Memorandum**

Mr. Hall stated there are three proposals for the spillway and none of them are really feasible. The proposal that includes bahia sod they measured the whole side so we don't need that much sod. We only need it right where the spillway is. We can probably bring two pallets in and then RMS will bring a pump out and water it from the pond. It's going to cost about \$600 a pallet. We would just clean it out, put bahia in and water it every other day for a couple weeks and it will be green again.

On MOTION by Mr. Diaz-Rodriguez seconded by Dr. Sweeney with all in favor cleanup of the spillway area with bahia sod was approved at an amount not to exceed \$1,200.

**E. Amenity Manager**

Mr. Waters stated Google has tightened up their spam policy. It used to be as long as you kept it under 50 e-mail addresses they would not consider it spam so I would send e-mails out to 50 residents at a time but I almost lost all of my emails. Luckily I got it turned back on but I can't risk it anymore so I'm going to have to use some kind of service to send out emails. Constant Contact seems to be the easiest and it is \$66.50 a month. If you prepay for six months it's \$336 or I can prepay for twelve months and it will be \$586 a year.

On MOTION by Dr. Sweeney seconded by Ms. Priddy with three in favor and Ms. Thomaszfski opposed purchasing an annual contract with Constant Contact was approved.

Mr. Waters stated we have a larger screen for movies now and I hear how great that is all the time and the projector is fantastic. Some people that don't have children are sitting at the amenity center to watch the movies and complaining they can't hear it.

Dr. Sweeney stated it doesn't have good sound.

Mr. Waters stated I looked at our current sound system and it is nine years old and has 150 watts. The new version of our sound system has 175 watts for \$399. I think we should get one with 375 watts made for medium audiences for \$699. There's also one that has 600 watts and would definitely be enough as it's made for venues for \$999. I definitely don't recommend only going up 25 watts.

Mr. Laughlin stated the sound system is in the reserve study for years 2013-2014 and also in year 2021-2022 there was another \$2,700 put away for that so I'm assuming we didn't use the amount reserved for years 2013-2014.

Mr. Waters stated no.

Ms. Priddy stated I don't have a problem replacing the speakers but is there a better solution?

Dr. Sweeney asked is there a better solution like putting the speakers in the ground?

Mr. Waters stated you're right by the water. That's a simplistic system with decent sound and one speaker. Would you really want me to bring in a board with multiple wires running?

Ms. Priddy stated no, I'm asking if there are something like Bluetooth speakers so you can have a set of speakers in the front and a set of speakers in the back. The issue is whether the people in the back are going to be able to hear without deafening the people who are right in front of the speakers.

Ms. Thomaszfski stated my observation is there are less and less people at the movie events every time I go. I just think we've put enough money into it already.

Dr. Sweeney stated if you're going to do movies then I think everyone should be able to hear the movie and we have invested in the screen and everything else. I just don't us to go out and buy a speaker right now without thinking long term.

Mr. Waters stated I'll see if I can find Bluetooth speakers if you want to give me a not to exceed.

On MOTION by Dr. Sweeney seconded by Ms. Priddy with three in favor and Ms. Thomaszfski opposed purchasing a speaker system was approved in an amount not to exceed \$2,800.

Dr. Sweeney asked that Mr. Waters look into a way to create a lap lane within the pool, as well as whether or not a neighborhood triathlon would be possible per a resident's request. Dr.

Sweeney also requested that staff look into whether fences are allowed on the properties of the homes at the entrance of the community across from the pool.

**EIGHTH ORDER OF BUSINESS                      Audience Comments / Supervisor’s Requests**

Ms. Martha Diaz-Rodriguez stated I wanted to tell Richard that they have finally gotten the shrub bushes at the beginning of the community all one level. It’s looking very nice.

Mr. Hall stated we have a new landscape manager and he’s really good. As soon as he came in a few weeks ago we realized how bad it actually was.

Ms. Nai Chao stated I’d like to thank Richard for keeping up with providing all of the information to all of the residents. From a resident’s standpoint the emails are how I keep up with what’s going on in the neighborhood.

**NINTH ORDER OF BUSINESS                      Financial Reports**

**A.    Approval of Check Register**

Mr. Laughlin stated the total of the check run is \$73,174.79.

On MOTION by Ms. Thomaszfski seconded by Mr. Diaz-Rodriguez with all in favor the Check Register was approved.

**B.    Balance Sheet & Income Statement**

A copy of the balance sheet and income statement was included in the agenda package.

**C.    Special Assessment Receipt Schedule**

Mr. Laughlin stated we are 99.7% collected.

**TENTH ORDER OF BUSINESS                      Next Meeting Scheduled – September 18, 2019, 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 September 18, 2019 at 6:00 p.m. at this location.

**ELEVENTH ORDER OF BUSINESS                      Adjournment**



On MOTION by Ms. Thomaszfski seconded by Mr. Diaz-Rodriguez with all in favor the meeting was adjourned.

  
Secretary/Assistant Secretary

  
Chairperson/Vice Chairperson