

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 19, 2021 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	Chairperson
Luis Diaz-Rodriguez	Vice Chairman
Kate Priddy	Supervisor
Sharon Thomaszfski	Supervisor (by phone)

Also present were:

Daniel Laughlin	District Manager
Jennifer Kilinski	District Counsel (by phone)
Don Craig	District Engineer (by phone)
Cheryl Graham	Riverside Management Services
Taylor Wright	Riverside Management Services
Timi Wright	Riverside Management Services
Jay Golomb	Coastal Kicks (by phone)

The following is a summary of the discussions and actions taken at the May 19, 2021 meeting. An audio 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 6:06 p.m.

SECOND ORDER OF BUSINESS

Audience Comments

A resident residing at 12535 Sunchase Drive stated that he felt his concerns are not being addressed by amenity staff. He expressed concerns over the pool maintenance and duck feces, the pool lights staying on late into the morning, the sprinklers running on rainy days, the pool umbrellas not being secured prior to storms, as well as the lack of workload for the security guard.

THIRD ORDER OF BUSINESS

**Discussion with Coastal Kicks Soccer
Regarding Upcoming Seasons**

Mr. Golomb provided the Board an overview of the previous season noting there was no summer camp held for the 2020 year and the fall programs were condensed to allow for social distancing. Dr. Sweeney asked to change the usage fee agreed upon as the field requires re-seeding. Mr. Golomb responded that he would look at the numbers to see if the program can absorb an increase.

On MOTION by Dr. Sweeney seconded by Ms. Thomaszfski with all in favor Coastal Kick's 2021-2022 season was approved contingent on a 10% net share with the District, with staff authorized to negotiate the license agreement and final signature by the chair.

FOURTH ORDER OF BUSINESS Minutes

A. Approval of Minutes of the March 17, 2021 Board of Supervisors Meeting and April 7, 2021 Continued Meeting

There were no comments on the minutes.

On MOTION by Dr. Sweeney seconded by Ms. Priddy with all in favor the minutes of the March 17, 2021 Board of Supervisors meeting and April 7, 2021 continued meeting were approved as presented.

B. Acceptance of the Minutes of the March 17, 2021 Audit Committee Meeting

There were no comments on the minutes.

On MOTION by Dr. Sweeney seconded by Ms. Priddy with all in favor the minutes of the March 17, 2021 Audit Committee were accepted as presented.

FIFTH ORDER OF BUSINESS Acceptance of Audit Committee's Recommendation

Mr. Laughlin asked the board to accept the recommended rankings of the audit proposals with Berger, Toombs, Elam, Gaines & Frank ranked the number one proposer and Grau & Associates ranked number two.

On MOTION by Ms. Priddy seconded by Dr. Sweeney with all in favor the audit committee's recommendation to rank Berger, Toombs, Elam, Gaines & Frank number one was accepted.

SIXTH ORDER OF BUSINESS

**Consideration of Resolution 2021-05,
Approving the Proposed Budget for Fiscal
Year 2022 and Setting a Public Hearing Date
for Adoption**

Mr. Laughlin informed the board the public hearing to adopt the budget is scheduled for the July 21st meeting and noted there is no increase in assessments included in the proposed budget. Ms. Thomaszfski stated that she does not feel comfortable increasing the contract prices for RMS. Ms. Kilinski noted the Board could authorize staff to negotiate a reduction in some of the increased costs to be brought back in July as the budget can be adjusted all the way up until its adopted so long as the overall budgeted amount does not increase after approval.

On MOTION by Dr. Sweeney seconded by Mr. Diaz-Rodriguez with all in favor resolution 2021-05 approving the proposed fiscal year 2022 budget and setting a public hearing date for adoption was approved.

The Board discussed requesting bids for operations and amenity management services due to the continued complaints on facility maintenance and made the following motion authorizing staff to move forward.

On MOTION by Dr. Sweeney seconded by Ms. Thomaszfski with all in favor issuing and RFP for amenity and operations management services was approved.

Per Board direction, Supervisor Sweeney will work with staff on developing the scope for the RFP.

SEVENTH ORDER OF BUSINESS

Staff Reports

A. District Counsel

Ms. Kilinski updated the Board on recent legislative changes that might have an impact on the District.

B. District Engineer

Mr. Craig informed the Board the lake bank repairs reported as being necessary after a lake bank inspection are still on hold as contractors are unwilling to submit bids currently due to busy schedules and staffing shortages.

C. District Manager

Mr. Laughlin informed the Board there are 1,081 registered voters residing within the District boundaries per the Duval County Supervisor of Elections office.

Ms. Thomaszfski presented a checklist for RMS's use and asked that RMS use a sign in / sign out sheet for vendor site visits effectively immediately.

Ms. Thomaszfski motioned to begin use of a sign in sheet for vendor site visits. The motion failed due to lack of a second.

The following item was taken out of order.

E. Amenity Manager

Ms. Taylor Wright gave an overview of the amenity manager's portion of the field and amenity operations report and asked the Board if they would consider lifting restrictions on rentals. Dr. Sweeney asked that Ms. Wright send an email to residents letting them know of the rules for the facility as it relates to unauthorized fitness classes and swim classes at the amenity facilities and noted she is fine with room rentals. Ms. Kilinski recommended a waiver be signed by anyone renting the facilities. Dr. Sweeney asked that the hours for pool monitors be reduced at times that there is already staff onsite.

D. Operation Manager

1. Report

Ms. Graham gave the Board an overview of the operations report, a copy of which was included in the agenda package. Due to the painting project taking longer than expected, Mr. Diaz-Rodriguez asked that a provision be included in future project contracts with a deadline for completion of the project.

2. Proposal for Pool Area Landscape Lighting

Ms. Graham presented proposals for landscape lighting and plant materials for the pool area. The Board gave Ms. Graham direction on plant materials. There was no action taken on the

Ms. Graham informed the Board the contractor resurfacing the splash pool inadvertently spilled chlorine and in an attempt to wash it off the pool deck, the chlorine killed a strip of grass. She noted she has asked for a proposal from the landscaping contractor to fix the strip of grass and will request the pool resurfacing contractor pay for replacing the grass.

Ms. Graham presented a proposal to install Bermuda grass on the athletic field in the amount of \$18,900. She noted one thing to keep in mind is Bermuda grass does require irrigation. There was no action taken on the proposal.

Ms. Graham presented a proposal for pine straw installation in the beds around the tennis court area in the amount of \$3,400. There was no action taken on the proposal.

EIGHTH ORDER OF BUSINESS

Audience Comments / Supervisor's Requests

A resident stated in 14 years I've never seen more people working at the amenity center and nothing gets done. That's my point.

NINTH ORDER OF BUSINESS

Other Business

There being no other business, the next item followed.

TENTH ORDER OF BUSINESS

Financial Reports

A. Balance Sheet & Income Statement

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

B. Special Assessment Receipt Schedule

A copy of the assessment receipts schedule showing the District is 99% collected for on-roll assessments was included in the agenda package.

C. Approval of Check Register

A copy of the check register totaling \$76,418.12 was included in the agenda package.

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

ELEVENTH ORDER OF BUSINESS

Next Scheduled Meeting – July 21, 2021 at 6:00 p.m. at the University of North Florida, University Center, 12000 Alumni Drive, Room 1090, Jacksonville, Florida 32224

TWELFTH ORDER OF BUSINESS

Adjournment

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


Secretary/Assistant Secretary


Chairperson/Vice Chairperson