

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, March 16, 2022 at 6:00 p.m. at the University of North Florida, University Center, 12000 Alumni Drive, Room 1088, Jacksonville, Florida.

Present and constituting a quorum were:

Dr. Kristi Sweeney	Chairperson
Luis Diaz-Rodriguez	Vice Chairman
Mark Oliver	Supervisor
Jeffrey Lawton	Supervisor
Nate Dickinson	Supervisor

Also present were:

Daniel Laughlin	District Manager
Jennifer Kilinski	District Counsel
Don Craig	District Engineer (by phone)
Lina Hernandez	Amenity Manager - Vesta
Tim Harden	Field Operations Manager – Vesta
Steve Howell	Vesta
Ken Thomas	Vesta
William Dean	Yellowstone Landscape
Nathan McClore	Fidelity Security
Jay Golomb	Coastal Kicks (by phone)
Mary Andrew	Action Gym for Kidz
Candace Lunfor	Action Gym for Kidz

*The following is a summary of the discussions and actions taken at the March 16, 2022 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 6:00 p.m.

**SECOND ORDER OF BUSINESS**

**Audience Comments**

There being none, the next item followed.

**THIRD ORDER OF BUSINESS**

**Discussion with Coastal Kicks**

This item was taken later in the meeting as Mr. Golomb was not available yet.

**FOURTH ORDER OF BUSINESS**

**Approval of Minutes of the January 19, 2022 Board of Supervisors Meeting**

There were no comments on the minutes.

On MOTION by Mr. Diaz-Rodriguez seconded by Dr. Sweeney with all in favor the minutes of the January 19, 2022 Board of Supervisors meeting were approved as presented.

**FIFTH ORDER OF BUSINESS**

**Consideration of Resolution 2022-05, Designating Officers**

Mr. Laughlin asked to keep the slate of officers substantially the same, with the exception of adding Mr. Dickinson as Assistant Secretary, and removing Ernesto Torres. The remaining Supervisors are designated as follows: Dr. Sweeney as Chairman, Mr. Diaz-Rodriguez as Vice Chairman, Mr. Lawton as Assistant Secretary and Mr. Mark Oliver as Assistant Secretary. Additionally, from the District Manager’s office for document signing purposes the following persons are designated as follows: Mr. Laughlin as Secretary, Mr. Jim Oliver as Treasurer and Assistant Secretary, Ms. Marilee Giles as Assistant Secretary, Mr. Rich Hans as Assistant Secretary, and Ms. Patti Powers as Assistant Treasurer.

On MOTION by Dr. Sweeney seconded by Mr. Diaz-Rodriguez with all in favor Resolution 2022-05, designating officers as detailed above was approved.

**SIXTH ORDER OF BUSINESS**

**Staff Reports**

**A. District Counsel**

Ms. Kilinski had nothing to report.

**B. District Engineer**

At the last meeting, Mr. Craig presented a work authorization to prepare a 20-year stormwater needs analysis with a proposed fee not to exceed \$10,000. After discussing the available budget for this fiscal year, the Board asked staff to contact the County to inform them that the analysis is an unbudgeted item and given that the funds are not available for this project, the analysis would be revisited next fiscal year. Dr. Sweeney asked for an update. Ms. Kilinski

stated that her firm is starting to see letters from various counties asking for the status of the reports and suggested that when/if that letter is received, the district respond with the plan to budget for completing the report next fiscal year as there is no designated person or department to request an extension from at this time.

**C. District Manager**

Mr. Laughlin noted the Fiscal Year 2023 budget will be included on the next agenda for approval. He also reported that there is a general election coming up in November and two seats will be up for the election process. The qualification process for interested candidates takes place from noon on June 13, 2022, through noon on June 17, 2022, and requires payment of a \$25 fee, or 25 signatures to waive the fee.

**D. Operation Manager - Report**

Mr. Harden gave an overview of his report, a copy of which was included in the agenda package.

Mr. Harden brought up minor vandalism issues at the amenity center. Dr. Sweeney mentioned there are various security problems that need to be resolved. Security was discussed further later in the meeting.

Mr. Harden also mentioned there is an issue with ducks continuously swimming in the pool. Mr. Laughlin suggested he speak with Goose Masters to see if they have any suggestions.

The Board also discussed the issue of people fishing in the District's ponds. Mr. Harden stated that an officer recommended hiring off-duty officers to monitor at various times. Mr. McClore also stated that Fidelity could be contacted when someone is fishing, and they will send a security guard out. Additionally, he recommended additional shifts on the weekends.

Lastly, Mr. Harden announced that Mr. Ken Thomas would be taking over as the field operations manager for the District.

**E. Amenity Manager**

**1. Report**

Ms. Hernandez provided an overview of her report, a copy of which was included in the agenda package.

**2. Fountain Repair Proposals**

Ms. Hernandez presented three proposals for repairing the pond fountain from Solitude Lake Management, The Lake Doctors and Charles Aquatics. All vendors provided pricing for replacing the power unit and lights. The Lake Doctors also provided pricing for replacing the fountain altogether. Mr. Howell recommended approval of Solitude’s proposal as he does not believe a new fountain is necessary.

On MOTION by Mr. Diaz-Rodriguez seconded by Mr. Oliver with Dr. Sweeney, Mr. Diaz-Rodriguez, Mr. Oliver and Mr. Lawton in favor and Mr. Dickinson opposed, Solitude’s proposal to replace the power unit and the lights totaling \$4,551.62 was approved.

**3. Fidelity Security Discussion**

This item was taken towards the end of the meeting.

**4. Request from Action Gym for Kidz to Utilize Field**

Ms. Andrews provided the Board with an overview of her program, Action Gym for Kidz, which focuses on getting kids moving and teaching them basic movement skills, balance, agility, how to run and cut different directions and how to throw and catch. Ms. Andrews requested use of the athletic field and offered to share 10% of the program’s profits from the Wynnfield Lakes program in return. Dr. Sweeney asked that for at least one of the days, the time be moved up, so the field is available at 6:00 p.m. for residents to use, and also asked if they could use the portion of the field closest to the apartments.

On MOTION by Dr. Sweeney seconded by Mr. Diaz-Rodriguez with all in favor the request from Action Gym to utilize the athletic field from April through September was approved subject to entering into an agreement.

**Discussion with Yellowstone**

Mr. Dean, a representative of Yellowstone, the landscape contractor, asked the Board what they’re looking for to finalize the landscaping plans for the pool area. Mr. Laughlin noted that the rubber mulch has now been installed. Mr. Dean stated that because there was such a

delay in getting the rubber mulch replaced, his team pulled the old plants out of the circle at the pool entrance and put new plants in. New mulch will be installed in that area as well at no cost to the District. Dr. Sweeney asked if the leaves could be removed. Mr. Dean responded that he has a proposal for leaf removal, and he also provided a proposal totaling \$4,100 for relandscaping parts of the pool area. The Board discussed various plants and how to reduce the overall cost.

On MOTION by Dr. Sweeney seconded by Mr. Diaz-Rodriguez with all in favor landscape improvements in the pool area at an amount not to exceed \$3,500 was approved with Dr. Sweeney authorized to work with Yellowstone on finalizing the installation.

Mr. Dean informed the board six out of the eight irrigation zones are down around the berm and stated he is unable to fertilize the area until it can be irrigated. He noted that he provided a proposal to staff for repairing the zones, which was not discussed in detail.

**THIRD ORDER OF BUSINESS**                      **Discussion with Coastal Kicks Soccer (Continued)**

Mr. Golomb reported that he just finished the first session for spring, and it went remarkably well. Included in the agenda package for the Board to consider was a proposal for the summer of 2022 through spring of 2023 that details the days and times the field would be used and the costs for each age bracket. Dr. Sweeney stated she would like to see more of a contribution to the District than the current 10% net profits of the program being held at Wynnfield Lakes. She also feels there needs to be more resident participation than the current 60%. Mr. Golomb stated that the costs of the program are quite considerable, and he cannot consider basing a contribution off the gross profits. He stated that a flat fee could be considered, and if the field needs something specific, such as seeding, he is willing to contribute to that as well. The Board discussed obtaining proposals to seed the field. Mr. Dickinson suggested holding off on approval of the proposal until the Board can review the budget at next month's meeting to determine if the Board needs to ask for additional monies to maintain the field. Mr. Golomb asked for approval of the summer camp so that he can begin putting information out for the program.

On MOTION by Mr. Dickinson seconded by Mr. Diaz-Rodriguez with all in favor allowing Coastal Kicks use of the facilities for the summer camp program was approved.

**SIXTH ORDER OF BUSINESS**

**Staff Reports (Continued)**

**E. Amenity Manager**

**3. Fidelity Security Discussion**

The Board entered into an executive session at this time to have a discussion on security, approximately 8:15 p.m.

The Board resumed the public portion of the meeting at approximately 8:45 p.m.

On MOTION by Dr. Sweeney seconded by Mr. Oliver with all in favor increasing the number of patrols provided by Fidelity Security was approved.

Mr. Diaz-Rodriguez left the meeting at this time.

**SEVENTH ORDER OF BUSINESS**

**Audience Comments / Supervisor's Requests**

There were no audience members present.

Dr. Sweeney stated that she was in favor of having Coastal Kicks as a program offered to the community, however her opinion is that a \$1,000 contribution to the field is not asking too much. Her concern is the cost of maintenance of the field. She is also not in favor of Coastal Kicks charging a pool fee to the Wynnfield Lakes residents.

**EIGHTH ORDER OF BUSINESS**

**Other Business**

There being no other business, the next item followed.

**NINTH 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 fiscal year 2022 assessments are 98% collected was included in the agenda package.

**C. Approval of Check Register**

A copy of the check register totaling \$110,685.01 was included in the agenda package.

Mr. Dickinson asked about the status of the District's credit card and whether the new operations manager would be able to use it. Mr. Laughlin responded that the forms were sent to Wells Fargo, however he has not been able to get a response from them on the status. A card will need to be ordered for Mr. Thomas as well.

On MOTION by Dr. Sweeney seconded by Mr. Oliver with all in favor the check register was approved.

**TENTH ORDER OF BUSINESS**

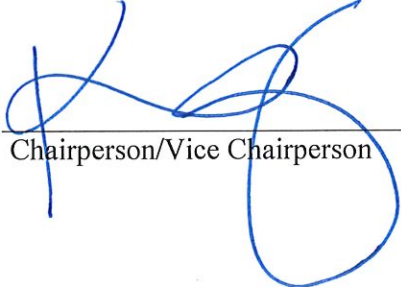
**Next Scheduled Meeting – May 18, 2022 at 6:00 p.m. at the University of North Florida, University Center, 12000 Alumni Drive, Room 1090, Jacksonville, Florida 32224**

**ELEVENTH ORDER OF BUSINESS**

**Adjournment**

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

  
Secretary/Assistant Secretary

  
Chairperson/Vice Chairperson