

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, January 18, 2023 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
Mark Oliver	Supervisor
Nate Dickinson	Supervisor (by phone)

Also present were:

Daniel Laughlin	District Manager
Jennifer Kilinski	District Counsel
Ken Thomas	Field Operations Manager – Vesta
Dana Harden	Vesta
Jeff Lawton	Supervisor (by phone)

*The following is a summary of the discussions and actions taken at the January 18, 2023 meeting.*

**FIRST ORDER OF BUSINESS**

**Roll Call**

Mr. Laughlin called the meeting to order at 6:00 p.m.

**SECOND ORDER OF BUSINESS**

**Audience Comments**

Ms. Martha Diaz-Rodriguez commented on the Christmas decorations and issues with geese and fisherman. Mr. Laughlin noted the comments would be covered under the audience comments portion at the end of the meeting.

**THIRD ORDER OF BUSINESS**

**Organizational Matters**

**A. Consideration of Appointing a New Supervisor to Fill Seat 4**

Mr. Laughlin informed the Board two resumes were submitted for Board consideration and noted Dr. Sweeney is interested in maintaining her position on the Board.

Mr. Allen Gibson provided the Board with an overview of his background and qualifications.

Mr. Laughlin noted that Mr. Lawton was re-appointed to the Board effective November 22, 2022, however he has not yet been sworn in and therefore is not able to vote during this meeting.

On MOTION by Mr. Dickinson seconded by Mr. Diaz-Rodriguez with all in favor appointing Dr. Kristi Sweeney to Seat 4 was approved.

**B. Oath of Office for Newly Appointed Supervisor**

Mr. Laughlin, being a notary public of the State of Florida, administered an oath of office to Dr. Sweeney.

**C. Consideration of Resolution 2023-03, Designating Officers**

Mr. Laughlin asked the Board to consider designating GMS employees Mr. Howard McGaffney and Mr. Darrin Mossing as officers for document signing purposes. There were no other changes to the slate of officers proposed.

On MOTION by Dr. Sweeney seconded by Mr. Diaz-Rodriguez with all in favor Resolution 2023-03, designating officers as detailed above was approved.

**FOURTH ORDER OF BUSINESS**

**Approval of Minutes of the November 16, 2022 Meeting**

There were no comments on the minutes.

On MOTION by Dr. Sweeney seconded by Mr. Oliver with all in favor the minutes of the November 16, 2022 meeting were approved as presented.

**FIFTH ORDER OF BUSINESS**

**Staff Reports**

**A. District Counsel**

There being nothing to report, the next item followed.

Dr. Sweeney asked about a car accident that damaged a fence.

Mr. Laughlin responded that the accident has been reported to the District's insurance company. Mr. Thomas is working on getting Bullard Fence in to make the repairs. Mr. Laughlin stated if Bullard is not responsive enough, staff can move to working with Duval Fencing.

**B. District Engineer**

There being nothing to report, the next item followed.

**C. District Manager**

Mr. Laughlin informed the Board he is still working on obtaining signatures from Coastal Kicks on the latest license agreements.

**D. Operation Manager – Report**

Mr. Thomas gave an overview of the operations report, a copy of which was included in the agenda package. He noted there is a need to surplus 15 tables and 22 chaise lounges now that the new pool furniture is in. Ms. Kilinski listed the options including selling, donating, or disposing of the furniture.

On MOTION by Dr. Sweeney seconded by Mr. Dickinson with all in favor selling, donating, or disposing of the surplus pool furniture in that order was approved.
--

Mr. Thomas reminded the Board a quote from Big Z Pools to repair the main pool pump was approved at a previous meeting, subject to obtaining pricing from other providers to ensure the best price. Mr. Thomas has since spoken to two other companies were not able to compete with the quote from Big Z, so they were given the green light to proceed with the repair. He also stated that the quote approved was only for the main pool and the splash pad also needs to be repaired. The quote for the splash pad motor and pump came in at \$20,364.

Mr. Laughlin expressed his concern with the quoted amount. It was also mentioned that one of pumps was replaced in 2020. In order to ensure the splash pad is operational come spring, Mr. Laughlin offered the option of appointing a supervisor to work with staff on purchasing the necessary equipment while staff investigates to confirm which pump was replaced in 2020.

On MOTION by Mr. Dickinson seconded by Dr. Sweeney with all in favor the proposal from Big Z to repair the splash pad pump system was approved subject to staff confirming it is not the same pump that was recently replaced and possibly under warranty. Additionally, Supervisor Dickinson was authorized to work with staff on making the necessary repairs.

Mr. Thomas reported that he received proposals from Waste Management and Republic for dumpster service at the amenity center. Currently, the District is paying around \$1,200 per month. Republic's quote came in at \$760 per month for a six cubic yard dumpster or \$672 for a four cubic yard dumpster. Waste Management's quote for a six cubic yard dumpster came in at \$132 per month for biweekly pickup.

On MOTION by Dr. Sweeney seconded by Mr. Oliver with all in favor the proposal from Waste Management for dumpster service at the amenity center was approved.

Lastly, Mr. Thomas reported that two of the cables on the weight machines in the gym need to be replaced. The quote for replacement came in at \$215. Mr. Laughlin noted no approval was needed for this item.

Mr. Diaz-Rodriguez asked why the Christmas lights were not kept on all the time. Mr. Thomas responded that the palm trees have GFI outlets, but the ground is halfway up the outlet. Mr. Diaz-Rodriguez also expressed his dissatisfaction with the holiday display overall.

Mr. Laughlin recommended seeking proposals for holiday light install services during the next budget discussion.

The Board discussed going out to bid for landscape services and directed staff to work on the RFP package and scope of services. The draft RFP package will be brought to the next Board meeting for approval.

**E. General Manager – Report**

Mr. Thomas gave the Board an overview of the General Manager's report, a copy of which was included in the agenda package.

Dr. Sweeney mentioned an incident in which it was reported a minor has been smoking in the District's restroom. She asked that the incidents be reported, and residents be held accountable.

Mr. Thomas asked that residents that observe people fishing in the lake call the Jacksonville Sheriff's Office non-emergency line to report trespassing.

**SIXTH ORDER OF BUSINESS                      Audience Comments / Supervisor's Requests**

Ms. Diaz-Rodriguez commented on a geese problem in the community.

Mr. Laughlin asked that staff report their locations to Goose Masters.

**SEVENTH ORDER OF BUSINESS                      Other Business**

There being no other business, the next item followed.

**EIGHTH 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 2023 assessments are 96% collected was included in the agenda package.

**C.    Approval of Check Register**

A copy of the check register totaling \$113,990.88 was included in the agenda package.

Dr. Sweeney stated that there is an apartment attached to an electric bill for 12397 Wynnfield Lakes in the amount of \$181.34 within the check register.

Mr. Laughlin stated that he would look into it.

Dr. Sweeney also mentioned sprinklers located near the pickleball courts that are unnecessary.

Mr. Laughlin asked Mr. Thomas to speak to Yellowstone about it. He noted the sprinklers can be capped.

On MOTION by Mr. Diaz-Rodriguez seconded by Mr. Oliver with all in favor the check register was approved.

**NINTH ORDER OF BUSINESS**

**Next Scheduled Meeting – March 15, 2023 at 6:00 p.m. at the University of North Florida, University Center, 12000 Alumni Drive, Room 1090, Jacksonville, Florida 32224**

**TENTH 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