

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, September 20, 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
Nate Dickinson	Supervisor
Jeff Lawton <i>by phone</i>	Supervisor
Mark Oliver	Supervisor

Also present were:

Daniel Laughlin	District Manager
Lauren Gentry	District Counsel
Ken Thomas	Field Operations Manager
Lina Hernandez	General Manager
Dana Harden	Vesta Property Services
Corey Roberts	Kilinski Van Wyk
Robert Beladi	Koehn Outdoor
Frank Prescuitti	Koehn Outdoor

The following is a summary of the discussions and actions taken at the September 20, 2023 meeting.

FIRST ORDER OF BUSINESS

Roll Call

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

SECOND ORDER OF BUSINESS

Audience Comments

Mohammed stated that his group was previously approved to play cricket on the tennis courts and entered into a contract with the District where they paid a fee for usage. He asked that the Board consider renewing the contract for once-a-week usage.

The Board discussed any concerns and made the motion below.

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On MOTION by Dr. Sweeney seconded by Mr. Oliver with all in favor entering into a contract with the cricket ball group subject to an agreement and payment of a \$1,300 fee.

Martha Diaz-Rodriguez asked why there was no announcement of the CDD meeting on the marquee.

Ms. Hernandez stated that it was not missed intentionally.

THIRD ORDER OF BUSINESS

Approval of Minutes of the July 19, 2023 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 July 19, 2023 meeting were approved as presented.

FOURTH ORDER OF BUSINESS

Consideration of Proposals for District Engineering Services

- A. Yuro & Associates**
- B. Matthews DCCM**

Ms. Gentry presented the categories for scoring, many of which are mandated by Statute. She explained that because this is a qualifications-based process, scoring must be based on the qualifications of the proposers and price is negotiated afterward.

Tom Bartley from Matthews Design Group gave a brief overview of his company and its experience in similar projects.

The points scored by the Board on each criteria are as follows: ability and adequacy of professional personnel – 25 points for Matthews DCCM and 24 points for Yuro; consultants past performance – 20 points for both firms; geographic location – 20 points for both firms; willingness to meet time and budget requirements – 15 points for Matthews DCCM and 10 points for Yuro & Associates; certified minority business enterprise – 0 points for both firms; recent, current and projected workloads – 4 points for Matthews DCCM and 5 points for Yuro & Associates; volume of work previously awarded to consultants by District – 0 points for both firms. The totals came to 84 points for Matthews DCCM and 79 points for Yuro & Associates.

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On MOTION by Dr. Sweeney seconded by Mr. Diaz-Rodriguez with all in favor ranking Matthews DCCM the #1 proposer and Yuro & Associates #2 was approved.

Ms. Gentry noted her firm would send over the standard contract to begin negotiations.

FIFTH ORDER OF BUSINESS

Consideration of Proposals for Holiday Lighting

Ms. Hernandez presented two proposals for holiday lighting from Under Budget Solutions, LLC totaling \$1,250 and Mosquitonix totaling \$4,000.

On MOTION by Dr. Sweeney seconded by Mr. Oliver with Dr. Sweeney, Mr. Oliver, Mr. Dickinson and Mr. Lawton in favor and Mr. Diaz-Rodriguez opposed, the proposal from Mosquitonix was approved.

SIXTH ORDER OF BUSINESS

Consideration of Resolution 2023-08, Adopting Amendments to the Amenity Policies

Ms. Gentry informed the Board that a service animal policy has been added to the amenity policies per Florida Law.

Some additional revisions agreed upon by the Board include changing “seeing eye dogs” to “service animals” under general provisions, changing 48 hours to 24 hours under the policies related to amenity center parking, , , changing the fitness center hours from 5am to 1am, to 4am to 12am, adding an after-hours phone number and adding a sentence regarding calling the appropriate emergency or non-emergency lines for the Sheriff’s Department if needed, limiting the number of guests in the fitness center to two, changing the pickleball hours from 5am to 11pm to 5am to 10pm, adding a sentence that says any activity other than pickleball or tennis on the courts needs to be approved by the Board, and clarifying the language regarding signing in at the pool when pool monitors are present.

The Board also discussed options for renting the courts to residents for events.

On MOTION by Mr. Dickinson seconded by Dr. Sweeney with all in favor Resolution 2023-08, adopting amendments to the amenity policies was approved.

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SEVENTH ORDER OF BUSINESS

Discussion of a District Mobile App

Ms. Harden gave an overview of the app Vesta offers, stating that the fee is \$1,500 a year or \$125 per month. The app would include an events calendar, a method for reporting concerns, rental policies and booking, and access card registration.

There was no action taken by the Board on this item.

EIGHTH ORDER OF BUSINESS

Staff Reports

A. District Counsel

There being nothing to report, the next item followed.

B. District Engineer

Mr. Laughlin stated he will follow up with the new engineering firm on the items that the previous firm was working on, such as the pond banks.

C. District Manager

There being nothing to report, the next item followed.

D. Operation Manager

1. Reports

Ms. Harden requested one extra day of vacation per month for the months of November, December and January for the onsite staff, which would require closing the amenity office.

There were no objections from the Board.

Mr. Thomas informed the Board of a request for a shade structure over the playground and noted he would obtain quotes.

2. Proposals for Roof Cleaning

Mr. Thomas presented two proposals for roof cleaning totaling \$1,550 and \$1,600.

On MOTION by Mr. Dickinson seconded by Mr. Oliver with all in favor the proposal from Krystal Klean totaling \$1,974.63 was approved.

3. Landscaping Proposals

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Mr. Thomas presented two proposals from Koehn Outdoor, one for replacing declining sod for a total of \$7,550 and another for trimming the palm trees for a total of \$1,815.

Mr. Prescuitti also informed the Board maintaining the pond banks is estimated to be \$58,000 to \$68,000 annually. Mr. Laughlin added that staff would have to look into access easements since residents have been maintaining the pond banks and noted finances are not available to add the service for this fiscal year.

On MOTION by Dr. Sweeney seconded by Mr. Dickinson with all in favor the proposals from Koehn Outdoor totaling \$7,550 and \$1,815 for sod replacement and palm tree trimming were approved.

E. General Manager

1. Report

Ms. Hernandez gave the Board an overview of the General Manager’s report, a copy of which was included in the agenda package.

Mr. Dickinson asked about the status of the replacement of the water fountain.

Mr. Thomas responded there have been issues getting the lower wiring harness ordered. He suggested just ordering a new water bottle filler for around \$800.

NINTH ORDER OF BUSINESS

Audience Comments / Supervisor’s Requests

Martha Diaz-Rodriguez commented that there are issues with the geese again.

Dr. Sweeney stated that the individual that has been an issue in the past has been seen in the community again.

Mr. Laughlin stated that the Sheriff’s Office would need to be contacted and would need to catch him on the District’s property in order to trespass him.

Supervisor Diaz-Rodriguez left the meeting at this time.

TENTH ORDER OF BUSINESS

Other Business

There being no other business, the next item followed.

ELEVENTH ORDER OF BUSINESS

Financial Reports

A. Financial Statements as of July 31, 2023

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

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B. Special Assessment Receipt Schedule

A copy of the assessment receipts schedule showing the fiscal year 2023 assessments are 100% collected was included in the agenda package.

C. Approval of Check Register

A copy of the check register totaling \$94,787.17 was included in the agenda package.

Dr. Sweeney asked about the Comcast bill.

Mr. Laughlin stated that Ms. Hernandez tried to contact Comcast to get the bill reduced, however the offer provided was not much of a savings.

Dr. Sweeney questioned whether the security patrols are still necessary.

On MOTION by Dr. Sweeney seconded by Mr. Dickinson with all in favor ending security patrols by Fidelity was approved.

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

TWELFTH ORDER OF BUSINESS

Consideration of Agreement with Envera Systems

This portion of the meeting was closed to the public in accordance with Sections 119.071(3)(a) and 281.301, Florida Statutes, as the Board discussed matters related to the security system plan. The closed session began at approximately 8:11 p.m. The public portion of the meeting resumed at approximately 8:19 p.m. and the following action was taken.

On MOTION by Dr. Sweeney seconded by Mr. Dickinson with all in favor terminating negotiations with Envera Systems was approved.

THIRTEENTH ORDER OF BUSINESS

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

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FOURTEENTH ORDER OF BUSINESS Adjournment

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

DocuSigned by:
Daniel Laughlin
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Secretary/Assistant Secretary

DocuSigned by:
Kristi Sweeney
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Chairperson/Vice Chairperson