

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, November 20, 2024 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:

Kristi Sweeney	Chairperson
Luis Diaz-Rodriguez	Vice Chairman
Jeff Lawton <i>by phone</i>	Supervisor
Mark Oliver	Supervisor
Nate Dickinson	Supervisor

Also present were:

Daniel Laughlin	District Manager
Mary Grace Henley	District Counsel
Kyle Sowards	District Engineer
Ken Thomas	Field Operations Manager
Lina Hernandez	General Manager
Lauren Gentry	Kilinski   Van Wyk
Emily Tillman	Body Mind Performance

*The following is a summary of the discussions and actions taken at the November 20, 2024 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**

There being no audience members present, the next item followed.

**THIRD ORDER OF BUSINESS**

**Approval of Minutes of the September 18, 2024 Meeting**

There were no comments on the minutes.

On MOTION by Mr. Oliver seconded by Mr. Diaz-Rodriguez with all in favor the minutes of the September 18, 2024 meeting were approved as presented.
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**FOURTH ORDER OF BUSINESS**

**Organizational Matters**

**A. Consideration of Resolution 2025-01, Declaring Vacancies in Seat Nos. 3 and 5**

On MOTION by Dr. Sweeney seconded by Mr. Oliver with all in favor Resolution 2025-01, declaring vacancies in seat numbers 3 and 5 was approved.

**B. Consideration of Appointing New Supervisors to Seats 3 and 5**

Mr. Oliver and Mr. Dickinson both indicated they were in favor of remaining on the Board.

On MOTION by Dr. Sweeney seconded by Mr. Diaz-Rodriguez with all in favor appointing Nate Dickinson to Seat 3 was approved.

On MOTION by Dr. Sweeney seconded by Mr. Diaz-Rodriguez with all in favor appointing Mark Oliver to Seat 5 was approved.

**C. Oath of Office for Newly Elected and Appointed Supervisors**

Mr. Laughlin, being a notary public for the State of Florida, administered oaths to Mr. Diaz-Rodriguez, Mr. Oliver and Mr. Dickinson.

**D. Consideration of Resolution 2025-02, Designating Officers**

There being no requested changes to the slate of officers, the motion below was made to approve the slate of officers as-is.

On MOTION by Dr. Sweeney seconded by Mr. Dickinson with all in favor Resolution 2025-02, designating officers was approved.

**FIFTH ORDER OF BUSINESS**

**Consideration of Request from Body Mind Performance to Use the Athletic Field for a Winter Camp**

Ms. Tillman asked the Board for approval to use the athletic field for a winter soccer camp from January 2<sup>nd</sup> to January 3<sup>rd</sup> from 9:00 a.m. to 3:00 p.m. at a rate of \$150 per day.

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On MOTION by Dr. Sweeney seconded by Mr. Oliver with all in favor the request from Body Mind Performance for a winter camp to be held January 2<sup>nd</sup> and January 3<sup>rd</sup> for \$150 per day was approved.

Dr. Sweeney asked that a report on the camp participation be provided in the future.

## **SIXTH ORDER OF BUSINESS**

### **Consideration of Request for Proposals for Erosion Repair Project**

Ms. Gentry stated that at the last meeting there was discussion of pausing the erosion repair project until staff could determine if there was any other entity that could assist with funding the project. Attempts to find someone else willing to contribute have not been successful. The preliminary estimates put this project above the formal bid threshold. She presented a notice of request for proposals that would be published in a newspaper, and evaluation criteria that would be used to evaluate the bids that are submitted.

Mr. Soward went over the design options for the repair.

Dr. Sweeney suggested splitting the 30 points for schedule and personnel between the two evenly. She also commented that the residents pay taxes to maintain the stormwater management system and the preserve, so she questions if this is solely the District's responsibility. She wants to ensure the District is doing their due diligence before setting a precedent by making this repair and issuing bonds to fund it.

Ms. Gentry stated that she thinks it's at least worth putting the city on notice by asking them to send out an engineer to look at their portion.

Mr. Lawton questioned if residents installing pools along this same property line will cause a similar issue in the future.

Mr. Soward stated that his firm is doing a drainage assessment of the entire neighborhood currently, so they can look at those areas as well to assess any potential future issues.

Dr. Sweeney stated that the District should be able to apply for stormwater fee credits if it implements stormwater management practices that benefit the city's system.

Ms. Gentry stated that can be raised with the city to get their input. She also suggested holding off on issuing the request for proposals in case the Board does not feel all the due diligence has been done that they wanted done to start this project by the January meeting.

Mr. Dickinson recommended proposing the terraced wall as the base bid option, and the straight wall as the alternate bid.

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Ms. Gentry stated that the RFP will be updated to increase the time to hold the bids to 90 days, adjust the personnel and schedule points to 15 points each, the project will be bid as a design-build for the wall portion, and the terraced wall will be the base bid option, while the straight wall will be the alternate bid option.

Mr. Dickinson suggested waiting until the January meeting to start the bid process.

**SEVENTH ORDER OF BUSINESS**

**Ratification of the Engagement Letter with Berger Toombs for the Fiscal Year 2024 Audit**

On MOTION by Mr. Dickinson seconded by Mr. Diaz-Rodriguez with all in favor, the engagement letter with Berger Toombs for the fiscal year 2024 audit was ratified.

**EIGHTH ORDER OF BUSINESS**

**Staff Reports**

**A. District Counsel**

**1. Consideration of Proposed 2024-2025 Fees**

Ms. Gentry presented two years’ worth of proposed price increases for her firm. Following the two years, the District would be subject to a 3% annual adjustment for future fiscal years. The fee for meeting attendance will remain the same flat fee. The increase for 2024-2025 would not go into effect until January 1<sup>st</sup>.

On MOTION by Mr. Dickinson seconded by Mr. Oliver with all in favor the proposed rate increases for Kilinski | Van Wyk were approved.

**2. Discussion of Applicability of Sunshine Law and Public Records Law to Social Media and Internet**

Ms. Gentry informed the Board that the U.S. Supreme Court has recommended a disclaimer on any personal social media pages that it is a personal page, and opinions expressed are your own, you create a strong presumption that you are using it in a personal capacity rather than in an official capacity and that would protect you from First Amendment claims.

**B. District Engineer**

Mr. Soward stated that the public facilities report and stormwater needs analysis report should be completed the week following the meeting.

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**C. District Manager**

There being nothing to report, the next item followed.

**D. Operation Manager – Service Reports**

Mr. Thomas gave an overview of the operations report, a copy of which was included in the agenda package for the Board’s review.

Mr. Laughlin stated that there have been complaints from a resident regarding a patch of grass that has been resodded. The irrigation is supposed to be repaired the day after the meeting, and once that is repaired, it can be resodded again.

Dr. Sweeney stated that it has taken too long to get the sod addressed and if that were a resident’s yard, it would not be okay.

Mr. Thomas presented quotes for new pool furniture.

Mr. Diaz-Rodriguez asked that Mr. Thomas bring more quotes back to the next meeting.

On MOTION by Mr. Dickinson seconded by Mr. Diaz-Rodriguez with all in favor the Amazon quote for two grey chairs and one sofa for the veranda area in the amount of \$619.98 was approved.

Mr. Diaz-Rodriguez commented on the lack of pond maintenance and the amount of weeds growing.

**E. General Manager – Report**

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

**NINTH ORDER OF BUSINESS**

**Audience Comments / Supervisor’s Requests**

There being none, the next item followed.

**TENTH ORDER OF BUSINESS**

**Other Business**

There being no other business, the next item followed.

**ELEVENTH ORDER OF BUSINESS**

**Financial Reports**

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**A. Financial Statements as of September 30, 2024**

Copies of the financial statements were included in the agenda package for the Board's review.

**B. Special Assessment Receipt Schedule**

A copy of the assessment receipts schedule showing the fiscal year 2024 assessments are 100% collected was included in the agenda package.

**C. Approval of Check Register**

A copy of the check register totaling \$50,395.69 was included in the agenda package.

Dr. Sweeney asked that someone send her where the rulemaking notices were published as the cost seems high.

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

**TWELFTH ORDER OF BUSINESS**

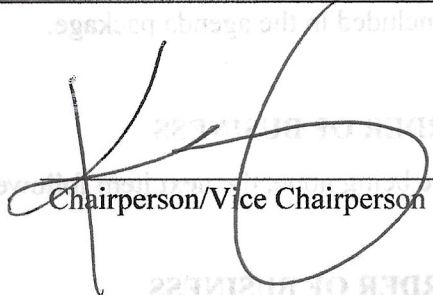
**Next Scheduled Meeting – January 15, 2025  
at 6:00 p.m. at the University of North  
Florida, University Center, 12000 Alumni  
Drive, Room 1020, Jacksonville, Florida  
32224**

**THIRTEENTH ORDER OF BUSINESS**

**Adjournment**

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

Signed by:  
  
Secretary/Assistant Secretary

  
Chairperson/Vice Chairperson