

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 13, 2015 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:

Robert Herndon	Chairman
William Youmans	Vice-Chairman
Carrie Driscoll	Supervisor
Kristi Sweeney	Supervisor
Terry Stanley	Supervisor

Also present were:

Dave deNagy	District Manager
Preston Doub	District Engineer
Jason Walters	District Council
Brian Stephens	Riverside Management Services
Richard Waters	Riverside Management Services
Rich Whetsel	GMS and Riverside Management Services

*The following is a summary of the minutes and actions taken at the May 13, 2015 meeting. A copy of the proceedings can be obtained by contacting the District Manager.*

**FIRST ORDER OF BUSINESS**

**Roll Call**

Mr. deNagy called the meeting to order at 6:18 p.m.

**SECOND ORDER OF BUSINESS**

**Audience Comments**

There were no audience members present.

**THIRD ORDER OF BUSINESS**

**Approval of Minutes of the March 11, 2015 Meeting**

On MOTION by Mr. Herndon seconded by Mr. Youmans with all in favor the Minutes of the March 11, 2015 meeting were approved as published.
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**FOURTH ORDER OF BUSINESS**

**Approval of Minutes of the March 11, 2015  
Audit Committee Meeting**

On MOTION by Mr. Youmans seconded by Ms. Sweeney with all in favor the Minutes of the March 11, 2015 Audit Committee meeting were approved as published.

**FIFTH ORDER OF BUSINESS**

**Consideration of Spillway Proposals**

Mr. deNagy stated the proposal from ValleyCrest is located in the agenda packet. This item was tabled at the last meeting because spillway repairs still had to be completed, and the board decided to table this item until the July 15<sup>th</sup> meeting.

**SIXTH ORDER OF BUSINESS**

**Consideration of Renewing Lake Doctors  
Agreement for FY16.**

Mr. deNagy stated there are two proposals in the agenda packet. One is for lake management at \$750 per month plus the annual stocking fee of triploid grass carp of \$900, and the second is a proposal for quarterly inspections and maintenance of the fountains at \$85 per quarter. This has been incorporated into the budget.

On MOTION by Mr. Youmans seconded by Ms. Sweeney with all in favor to accept the proposals from Lake Doctors for FY16 was approved.

**SEVENTH ORDER OF BUSINESS**

**Consideration of Renewing Giddens Security  
Agreement for FY16**

Mr. deNagy stated their currently hourly rate is \$15.76, which is no change from FY15. It has been incorporated into the budget.

On MOTION by Mr. Youmans seconded by Mr. Herndon with all in favor to renew the agreement with Giddens Security for FY16 was approved.

**EIGHTH ORDER OF BUSINESS**

**Consideration of Resolution 2015-04  
Approving the Proposed Budget for Fiscal  
Year 2016 and Setting a Public Hearing Date  
for Adoption.**

Mr. deNagy stated the public hearing date would be July 15, 2015 at 6:00 p.m. here at the University of North Florida. A copy of the proposed budget is located in the agenda packet. The budget indicates a 3.5% increase, but going through the cash flow and operating reserve, there are sufficient funds to move roughly \$15,500 into the revenue section of the General Fund, and there would be no increase in maintenance assessments. Mr. deNagy reviewed various items in the budget that are changing: administrative costs, insurance, maintenance, amenity center management, permit fees, repairs and replacements, electric, water, security services, reserve funding, and contingency fund. After the budget is approved at this meeting, there is still an opportunity between now and the July meeting to change any line items and move things around. Items cannot be increased above what is approved now, but they can be decreased. In July, when the budget is adopted, that will serve as the basis for levy of assessments for the maintenance portion of the CDD assessment. The other portion will be debt. Mr. deNagy presented the overview of the Debt Service Fund. At the end of September 30, we will have \$171,000, which is enough money for the interest payment in November 2016 and still have \$134,162. Mr. deNagy presented the overview of the Capital Reserve Fund. The CDD is just under where the reserve study says it should be. There are two components to the CDD assessment. One is the General Fund or O&M budget. That will remain unchanged for single family homes at \$953.42 per year. The Debt Service Budget is \$1,514.00. The combination of the two will be the annual CDD assessment, and there is no change from FY15 to FY16.

On MOTION by Mr. Herndon seconded by Mr. Stanley with all in favor to accept FY16 budget (Resolution 2015-04) with no increase in assessments and set the Public Hearing for July 15, 2015 at 6:00 p.m. was approved.

**NINTH ORDER OF BUSINESS**

**Consideration of Audit Committee  
Recommendations**

Mr. deNagy stated this is the board's approval of the Audit Committee's recommendation for ranking.

On MOTION by Ms. Sweeney seconded by Mr. Herndon with all in favor to accept the Audit Committee's ranking was approved.

**TENTH ORDER OF BUSINESS**

**Acceptance of the Audit for Fiscal Year 2014**

Mr. deNagy stated in the auditor's opinion, the financial statements present fairly in all material aspects the respective financial position of the governmental activities in each major fund of the District as of September 30, 2014, and the respective changes in financial position thereof for the fiscal year are in accordance with accounting principles generally accepted in the United States of America. Regarding internal controls, the auditor did not identify any deficiencies in internal control that we consider to be material weaknesses. The manager's letter pursuant to the rules of the Auditor General for the State of Florida notes that there no current year finding or prior year findings, and everything is in compliance with the Auditor General. This is a clean audit.

On MOTION by Mr. Youmans seconded by Ms. Sweeney with all in favor to accept the audit for Fiscal Year 2014 was approved.

**ELEVENTH ORDER OF BUSINESS**

**Ratification of Amended Amenity Center Policies**

Mr. deNagy stated a copy is in the agenda packet. The highlighted sections have either been added or modified somewhat to accommodate the community use policy within the amenity policies.

On MOTION by Mr. Youmans seconded by Mr. Stanley with all in favor to ratify the Amenity Center Policy changes was approved.

**TWELTH ORDER OF BUSINESS**

**Other Business**

Mr. deNagy stated Brian will get a proposal to the get the security camera fixed, and Brian has the authority of up to \$1,000.00 to approve it and get it done. If it is more than that, he will bring it to the chairman.

**THIRTEENTH ORDER OF BUSINESS      Staff Reports**

**A. Attorney**

Mr. Walters stated I have no action items to report. During the legislative section, there were minimal bills affecting Districts.

**B. Engineer – Proposals for Control Structure Engineering Services**

**1. Meskel & Associates**

**2. Baker Klein**

Mr. Doub stated proposals have been received to do technical work and structural work at the Control Structure at the south end of the project. The proposals are located in the agenda packet. Mr. Doub has worked with Meskel & Associates, and they are very well versed in the engineering and geotech arena. The amount of their proposal is \$2,900.00. Mr. Rodney Mank with Meskel & Associates highly recommended Baker Klein for the civil engineering. Baker Klein's price for site investigation and planning is \$300, for engineering and construction documents is \$650, and for construction services is \$135 hour on an as-needed basis.

On MOTION by Mr. Herndon seconded by Mr. Youmans with all in favor to accept the proposal in substantial form from Meskel & Associates was approved.

On MOTION by Mr. Youmans seconded by Mr. Herndon with all in favor to accept the proposal in substantial form from Baker Klein was approved.

Mr. Doub will work with Mr. Walters regarding drafting agreements with the two firms.

Mr. Doub is getting information on Sandalwood Canal maintenance. James Carroll is maintenance manager for the city, and he will let Mr. Doub know where this project falls regarding timeline for completion.

Mr. Doub stated the City has identified the Kernan crosswalk as a project, but it is very low on their list of priorities. Mr. Doub will get the contact name so residents can contact the City about this project.

Speed limits were discussed, and a speed limit warning sign will be installed at 12167 Wynnfield Lake Circle.

**C. Manager**

Mr. deNagy had no report.

**D. Operation Manager's Report & Work Authorization**

Mr. Stephens' presented the manager's report located in the agenda packet.

**E. Amenity Manager's Report**

Mr. Waters presented his report located in the agenda package as part of the Operation Manager's report. The Spring Fling had 250 – 275 people attend. The next event will be when school lets out, and there will be dinner and movie. There will be a 4<sup>th</sup> of July event.

**FOURTEENTH ORDER OF BUSINESS      Supervisor's Requests**

There were no supervisor requests.

**FIFTEENTH ORDER OF BUSINESS      Audience Comments**

There was no audience in attendance.

**SIXTEENTH ORDER OF BUSINESS      Financial Reports**

**A. Approval of Check Register**

Mr. deNagy stated the total of the check run is \$64,179.57

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

**B. Balance Sheet & Income Statement**

This item is included in the agenda package and is reflected through March 31, 2015.

**C. Construction Schedule**

This item is included in the agenda package.

**D. Special Assessment Receipt Schedule**

This item is included in the agenda package.

**SEVENTEENTH ORDER OF BUSINESS    Next Meeting Scheduled**

Mr. deNagy stated our next regular meeting will be on Wednesday, July 15, 2015 at 6:00 p.m. at the University of North Florida.

**EIGHTEENTH ORDER OF BUSINESS    Adjournment**

On MOTION by Ms. Driscoll seconded by Ms. Sweeney with all in favor the meeting was adjourned.

  
Secretary/Assistant Secretary

  
Chairperson/Vice Chairperson