

**MINUTES OF MEETING
MIDDLE VILLAGE
COMMUNITY DEVELOPMENT DISTRICT**

The regular meeting of the Board of Supervisors of the Middle Village Community Development District was held Monday, **September 11, 2023** at 2:00 p.m. at the Plantation Oaks Amenity Center, 845 Oakleaf Plantation Parkway, Orange Park, Florida 32065.

Present and constituting a quorum were:

Michael Steiner	Chairman
Sherrie Mifsud	Vice Chair
Julie Arnau	Assistant Secretary
Jonel Hicks	Assistant Secretary
Shawn Bland	Assistant Secretary

Also present were:

Marilee Giles	District Manager
Mike Eckert	District Counsel
Jay Soriano	Field Operations Manager
Chalon Suchsland	VerdeGo

FIRST ORDER OF BUSINESS

Roll Call

Ms. Giles called the meeting to order at 2:00 p.m.

SECOND ORDER OF BUSINESS

Audience Comments

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

THIRD ORDER OF BUSINESS

Approval of the Consent Agenda

- A. Minutes of the August 21, 2023 Board of Supervisors Meeting**
- B. Financial Statements**
- C. Assessment Receipts Schedule**
- D. Check Register**

Ms. Giles stated included in your agenda package are the minutes of the August 21st meeting.

September 11, 2023

Middle Village CDD

On MOTION by Mr. Hicks seconded by Vice Chair Mifsud with all in favor the minutes of the August 21, 2023 meeting were approved.

Ms. Giles stated next are your financial statements as of July 31, 2023, followed by the assessment receipts schedule showing the District is 100% collected, and a summary of your check register totaling \$208,978.61. I saw no unusual variances with the financial statements.

On MOTION by Chairman Steiner seconded by Mr. Hicks with all in favor the check register was approved.

FOURTH ORDER OF BUSINESS

Staff Reports

A. District Counsel

Mr. Eckert stated we're still waiting for Trinity Church to sign the agreement that the Board approved regarding the maintenance of the landscaping at that corner. I talked to the County Attorney about two items related to Middle Village. Number one is Clay Electric had requested an easement through a piece of roadway that we own. I asked the County Attorney if they could provide us with a copy of the easement that they would approve because we want to give this roadway to the county as some point and I don't want us giving an easement to Clay Electric to be a reason for the county to object to taking that property. She told me they were currently negotiating a form of easement with Clay Electric somewhere else and that she would send me that form. The other item I talked to her about was the county's plans for that piece of roadway and she was going to talk to engineering and see if there was any reason why that wasn't dedicated to them in the first place and get back to me. She was pretty busy when I talked to her, so I've got it on my calendar to follow up in about another two weeks on that as well as one item I have on Double Branch.

B. District Engineer

There being nothing to report, the next item followed.

C. District Manager

1. Consideration of Work Authorization for Onsite Management and Maintenance Contract Administration for FY24

September 11, 2023

Middle Village CDD

Ms. Giles stated this work authorization is for onsite services provided to the District by GMS. You'll see it gives a description of those onsite personnel and it breaks out the Middle Village portion of the fee.

Mr. Soriano stated this is the same setup we've had for years with the same employees. It has the tennis employees just for you guys and outside of tennis you share the other five managers with Double Branch; myself, Wanda McReyolds, Stephen Sullivan who does the access and front desk area, Lisa Carter who is your Assistant Manager that helps me on a day-to-day basis in the office, and Susan Raab who is the Aquatics Director.

Vice Chair Mifsud asked how many employees does tennis have?

Mr. Soriano responded there are generally two part time guys who are there year-round, and I have probably three or four assistant pros. It depends on how many private lessons they're doing and which clinics. Andy Fletcher is the guy that is here full-time, and the assistant pros work under him based on how many events and the team players we have out there. John and Jamison are the normal part-time guys, so they work with the kids a lot and handle their own programming, but they are also in charge of tennis maintenance. At a minimum, there will be those two guys and Andy Fletcher, but at a maximum if you come down here during the tennis camps in the summer, there are probably close to eight or nine and they also employ a bunch of high school and college age volunteers to run those camps.

On MOTION by Chairman Steiner seconded by Mr. Hicks with all in favor Work Authorization #1 with GMS, LLC for onsite management and maintenance contract administration was approved.

2. Consideration of Work Authorization for General Maintenance Services

Ms. Giles stated work authorization number two is for general maintenance services provided by RMS as directed by the onsite manager.

Mr. Soriano stated this is the same format. The only thing that has changed is they were your only vendor last year and the rate stayed the same as before. The only reason they were willing to do that is because we were already increasing assessments last year and I tried to work with all of our vendors to stay as low as possible since the overall effect was, we were still going to go out for an increase. Whatever we can do with the ones that work with me the most, which is basically RMS and landscape, they tried to keep their rates low. RMS didn't change at all, but

September 11, 2023

Middle Village CDD

that does make it to where they are a little low when they pay their maintenance guys. This just handles your hourly ground maintenance type people. This is not your pressure washing contract. We talked about that earlier in the year. That will come in separately and that falls under our repair and replacement line. We've already approved that budget, but that is a big amount when you see the pressure washing guys going up and down the roadway cleaning the fencing and playground structures. We set aside an amount that is approved in our budget. When those guys go out, they no longer get paid that hourly rate. The reason they're coming back is because that original contract was set up in 2010 and they've never increased that, so I pointed out that they were pressure washing the playgrounds for \$150 a playground. They are going to be increasing that, but I will have to bring that amount to you. It's still going to be controlled by the budget, but it's not fair to ask them to work for what amounts to be \$15-\$19 per hour. This is just the everyday work that we send them out to do.

On MOTION by Mr. Bland seconded by Ms. Arnau with all in favor Work Authorization #2 with GMS, LLC for general maintenance services was approved.

3. Consideration of Work Authorization for Professional Tennis Services for FY24

Ms. Giles stated Jay mostly described this already. This is the work authorization for the tennis pros.

Mr. Soriano stated this work authorization is exactly the same as in years past. We didn't have much of an increase here. The only thing that is odd is this includes maintenance items in addition to the staffing. Even the tennis balls fall under tennis maintenance here. It's a line item I use for anything that is just tennis.

On MOTION by Vice Chair Mifsud seconded by Ms. Arnau with all in favor Work Authorization #3 with GMS, LLC for professional tennis services was approved.

D. Operations Manager

- 1. Memorandum**
- 2. Update on Open Items (Gates, Nature Walk Repair, Treadmills)**

September 11, 2023

Middle Village CDD

Mr. Soriano stated we just had our final dive-in this last week at your facility. Generally, it's our smallest one because by now there are lots of things going on with the school, but we did have about 70 to 80 people out here enjoying the night. We watched the NeverEnding Story. We were able to do our normal concessions. We got away from that for a couple years because of the pandemic. For most of these events it's me and a couple of the lifeguards running everything, so we don't really pay any staff to put these events on. I use volunteers to do that. We will be moving everything back to your sister district on the multi-use fields until we get back to Spring Break, which is the first movie here next year. The next big event will be our Pumpkin Plunge. We will not do the big Halloween party every single year because it's so expensive, so that is not something we will be doing this year. Short of the fact that the pumpkins got a little more expensive in the last couple of years, it's a few hundred bucks to put on the Pumpkin Plunge and kids get to jump in and have fun. I wanted to remind everybody that our hours have cut back for school time where we have the alternating schedule, so that's why your facility isn't open right now. The adult area is open, but no lifeguards at the front. Tomorrow your pool will be open and Double Branch will shut down, that way with the low usage we have the staff that we're paying focused on one area. When we did that five years ago everybody threw a fit, but it really made sense because I would have four or five staff members out there and maybe one family in the pool. The treadmills were delivered to Jacksonville last week, but I haven't received them here yet, so I guess they're sitting on a warehouse dock. We have moved the treadmill out downstairs to make space for it and I've informed the residents that bug me every week about it that if I'm just waiting on them, so as soon as they come in, they will be installed. Due to the storm, our contractors that were supposed to meet for the boardwalk got pushed back so I did a walk through right before this meeting. He's hopeful he's going to be under what we're looking at. That is Scott's Home Improvements. I've got another I'm meeting with later today and hopefully I will be able to get those written quotes in hand because we will be doing an agreement through Mike's office for them, and I have informed them of that. Even if they are in that not to exceed that we discussed it allows me to move forward, but I still have to go through the process of making sure all of our I's are dotted and T's are crossed.

Vice Chair Mifsud asked did they give you a timeframe for completion?

Mr. Soriano responded I gave them the timeframe. I want it done under a month from when they start, and that is what we will put in the agreement. We will have wording in there

September 11, 2023

Middle Village CDD

that says if there are extenuating circumstances they have to communicate with our office, the same way we did with the fencing company. The two that are meeting with me are small companies, so they use subs and labor pool. If he thinks he needs five people, but he only has one that he works with on a regular basis, he goes out and hires four temporary people. I spoke to RMS about this and let them know that nobody is upset, it's just the way we're going about it is taking too long, so we're opening it up to outside subcontractors. They did ask if they were allowed to put in a bid and I said yes, but the only way we would do that is it has to be completely different people than what work with me. If not, then we should be able to get it done in house already. I don't know that they would be able to supply that. They would have to agree that they have say five completely different people because my guys here already have other jobs they have to be doing.

Vice Chair Mifsud stated there's a couple of boards that worry me. Is there any way to just temporarily fix those?

Mr. Soriano responded yes. It's not the wood that's bad, the screws have already popped off. My maintenance guys just have to go out there and put some screws in. It's kind of a pain because it's stuff they're going to have to take right back out, but if it takes us a month to get this going because they have to give me something in writing and then we have to go through the agreement process, I don't want loose boards for a whole month.

Mr. Soriano continued with his report stating the only thing that is going to slow me down here with locking the gates is tennis. Tennis has a lot of people that do not live here, and the teams are huge. There are also private lessons, so they pay to come in from outside and that is allowed, but now they have to stop and check in. We're not going to give them cards because that would be too costly, so I have to work with all of the tennis instructors to get lists of who is out here and when so the people downstairs can still look them up.

Chairman Steiner stated I would like to see some terminology that the access is granted for tennis only. I'm not saying we can enforce, but if we do find somebody abusing it, we will have clearly stated it.

Mr. Soriano stated I can put some wording together and that can go in our regular policies because that's almost like a guest. They're a guest of our tennis programs here. That same issue will pop up when we have things like the swim teams. We've seen swim meets and know how busy that gets and there are a lot of people that don't live here that attend swim meets.

September 11, 2023

Middle Village CDD

Right now even, let's say we were to lock down today. I'm still trying to work with lifeguards to figure out how we keep track of everything. If we lock down today, that creates a problem because you don't have access to this pool right now. The high school teams have to go around back, and a good amount of your high school does not live in Oakleaf so they don't have access cards. Oakleaf High School serves Arbor Mill, Forest Hammock, Eagle Landing and Grey Hawk. We're going to have to have a way for them to check in during their swim meets. Then the visiting team is also going to have to come in and the visiting teams are just not the kids; it's mom, dad and siblings and we have to deal with tracking them and ask that they follow the rules and leave when everything is done. We will have some leniency, but there will be some expectations in there too, so we may have to beef up the wording in our policies. Outside of that, this was a short month for me. If you notice, we had a bit of debris from the storm. I had a couple of broken fence lines from little stuff, but no major damage.

Ms. Arnau asked do we have a date for the yard sale?

Mr. Soriano responded I believe it's October 21st.

Chairman Steiner stated it looks like you took care of the area with the broken lamp posts and the exposed electrical wires.

Mr. Soriano stated everything is capped and under. The wires have been off for a long time, but I didn't want anything exposed. They will have to dig it back up because we are putting a post back in there. When I ordered them, I was told it was going to be a minimum of 20 weeks before poles come in and we are nearing that.

Chairman Steiner stated mainly I was concerned that it was sitting exposed, and you've capped that, so that's been taken care of. The other thing I was going to mention to see if the Board agrees is I've asked Jay to look into getting a chlorinator for this fountain out here. If we're doing things here, using the Grand Lawn for weddings and so forth, I think it would be good if there was a chlorinator on there. Jay thinks the pricing is around \$500 to \$600.

Mr. Soriano stated I wouldn't do anything fancy. It's not like our systems on the pool. It's been 18 years and we've never had chlorine. We just throw tabs in and clean it out once a month, but we do have 90 plus degree heat. We can add a chlorine system to it and it's not that high of a dollar, so unless anyone has an objection.

September 11, 2023

Middle Village CDD

Chairman Steiner stated I would like for you to pursue it, mainly because if you're having to clean it out every month, that is going to hopefully free up time. It is one of the things you notice when you first walk out there.

Mr. Soriano stated when it's within my amount, unless there are any objections from the Board, I will move forward with it.

Chairman Steiner stated I can make a motion for Jay to look into it.

Mr. Eckert stated Jay has authority to implement it from this point forward.

FIFTH ORDER OF BUSINESS

Audience Comments / Supervisors' Requests

There being none, the next item followed.

SIXTH ORDER OF BUSINESS

Next Scheduled Meeting – October 9, 2023 @ 2:00 p.m. at the Plantation Oaks Amenity Center

Ms. Giles stated the next meeting was scheduled for October 9, 2023 in the same location at 2:00 p.m.

SEVENTH ORDER OF BUSINESS

Adjournment

On MOTION by Vice Chair Mifsud seconded by Ms. Arnau with all in favor the meeting was adjourned.

DocuSigned by:
Marilee Giles
A38999D0EDC14E4
Secretary/Assistant Secretary

DocuSigned by:
Michael Steiner
EEB7E92090414E7
Chairman/Vice Chairman