

MINUTES OF MEETING
SWEETWATER CREEK COMMUNITY DEVELOPMENT DISTRICT

The regular meeting of the Board of Supervisors of the Sweetwater Creek Community Development District was held on Thursday, May 7, 2020 at 4:00 p.m. via Zoom Teleconference.

Present and constituting a quorum were:

Rob Lisotta <i>via Zoom</i>	Chairman
Stephen Handler <i>via Zoom</i>	Vice Chairman
Scott McNary <i>via Zoom</i>	Supervisor
John Williams <i>via Zoom</i>	Supervisor
Zenzi Rogers <i>via Zoom</i>	Supervisor

Also present were:

Jill Burns <i>via Zoom</i>	District Manager
Jason Walters <i>via Zoom</i>	Hopping, Green & Sams
Brian Stephens <i>via Zoom</i>	RMS
Erin Gunia <i>via Zoom</i>	Marshall Creek CDD
Various Residents <i>via Zoom</i>	

The following is a summary of the minutes and actions taken at the May 7, 2020 meeting. A copy of the proceedings can be obtained by contacting the District Manager.

FIRST ORDER OF BUSINESS

Roll Call

Mr. Lisotta called the meeting to order at 4:00 p.m.

On MOTION by Mr. Lisotta, seconded by Mr. Handler, with all in favor, to Only Hold Public Comment Period at the Beginning and End of the Meeting, was approved.

SECOND ORDER OF BUSINESS

Approval of Minutes of the March 5, 2020 Board Meeting

Mr. Lisotta stated included in your agenda package is a copy of the minutes from the March 5, 2020 meeting. Are there any additions, corrections or deletions?

On MOTION by Ms. Rogers, seconded by Mr. McNary, with all in favor, the Minutes of the March 5, 2020 Meeting, were approved.
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THIRD ORDER OF BUSINESS

Update on Capital Projects – (Requested by Supervisor Williams)

A. Consideration of Capital Projects – Clark Advisory Services

Supervisor Williams gave an update on capital projects.

Ms. Burns opened the meeting up for public comments pertaining to any item on the agenda.

A resident asked are you asking for a design put together for the expansion, or the rearrangement, and then get a better estimate of what it might cost?

Mr. Williams responded yes. The next step is to put together a professional drawing of what we want our fitness facility to look like.

Mr. Walters discussed preparing an agreement in regards to the contract specifications for the project manager services.

Mr. McNary discussed his concerns related to usage of the facility in the next year and beyond with COVID-19 and suggested waiting to gather additional information related to the number of residents utilizing the facility when it reopens may be beneficial. The Board discussed further.

On MOTION by Mr. Lisotta, seconded by Mr. Williams, with Mr. McNary voting nay & Ms. Rogers & Mr. Handler voting aye, to Earmark \$1M to Expand the Amenity Facility, was approved.

On MOTION by Mr. Lisotta, seconded by Mr. Handler, with all in favor, the Proposal for Project Manager Services from Clark Advisory Services, was approved.

FOURTH ORDER OF BUSINESS

Discussion of Draft Plan for Opening of Amenity Facilities

Mr. Lisotta discussed the draft plan for re-opening the amenity facilities.

On MOTION by Mr. Handler, seconded by Mr. Williams, with all in favor, to Require Everyone to Use Masks While Inside Fitness Facility, was approved.

On MOTION by Mr. Lisotta, seconded by Mr. Handler, with all in favor, the Draft Plan for Opening of Amenity Facilities & Directing Staff to Implement within One Week of Governor

Issuing Order & Giving Staff Authority to Revise Plan as Necessary to Comply with Executive Order, was approved.

Staff and Chairman’s to work together to reopen joint facilities at the same time when they are allowed to open.

FIFTH ORDER OF BUSINESS

Consideration of Quote for Golf Cart Signage

A. Sundancer Sign Graphics

SIXTH ORDER OF BUSINESS

Consideration of Quotes for Golf Cart Road Striping

A. Duval Asphalt

Ms. Burns advised the approved plans from the County were received for signage and striping for the golf cart project. The proposal from Sundancer Sign Graphics for golf cart signage totaled \$12,310. The quote from Duval Asphalt for golf cart road striping totaled \$1,458.

On MOTION by Mr. Williams, seconded by Mr. McNary, with all in favor, the Quotes from Sundancer Sign Graphics & Duval Asphalt, were approved.

SEVENTH ORDER OF BUSINESS

Consideration of Quote for Trash Can at Bus Stop

Mr. Lisotta discussed the quote for installing a trash can at the bus stop.

On MOTION by Mr. McNary, seconded by Mr. Handler, with all in favor, the Quote for Trash Can at Bus Stop was approved.

EIGHTH ORDER OF BUSINESS

Discussion on the Proposed Fiscal Year 2021 Budget

Ms. Burns advised the board that a proposed budget for Fiscal Year 2021 budget would need to be approved by June 15, 2020. It will be placed on the next agenda for consideration. Maintenance of new fitness equipment will not be included in this budget. Increase landscape improvements line item. Increase reserve line item. A quote from Yellowstone was presented to replace 47 irrigation heads. Increase hours and cost of field repairs and maintenance line item to \$9,500. Add \$5,000 at entrance to Las Calinas for holiday decorations. Increase office supplies by \$2,000 to purchase an additional AED machine. Increase \$5,000 for special events line item. Increase to amenity landscape maintenance and improvements from contract being higher. The gate repair and maintenance line item was decreased. The reserve study number

will be included in the budget. A quote for the purchase of two heat pumps for pool \$33,245 is included in O&M. Another request was added for \$5,000 for new pool furniture.

On MOTION by Mr. McNary, seconded by Mr. Handler, with Mr. Williams voting nay & Ms. Rogers & Mr. Lisotta voting aye, to Replace 47 Irrigation Heads out of Bond Funds, was approved.

NINTH ORDER OF BUSINESS **Consideration of Resolution 2020-08
Resolution Regarding the General Election**

Ms. Burns discussed Resolution 2020-08 regarding the general election.

On MOTION by Mr. Lisotta, seconded by Mr. Handler, with all in favor, Resolution 2020-08 Regarding the General Election, was approved.

TENTH ORDER OF BUSINESS **Acceptance of the Fiscal Year 2019 Audit**

Ms. Burns presented the Fiscal Year 2019 audit. This is a clean audit.

On MOTION by Mr. McNary, seconded by Mr. Williams, with all in favor, the Fiscal Year 2019 Audit was accepted.

ELEVENTH ORDER OF BUSINESS **Staff Reports**

A. Attorney

Mr. Walters advised his office are monitoring the executive orders related to COVID-19 and the reopening of facilities.

B. Engineer

There being none, the next item followed.

C. Field Manager’s Report

Mr. Stephens presented the field manager’s report. The quote for mulch has increased, so the proposal for mulch is a total of \$49,809. This project will be scheduled. Mr. Lisotta will work with Brian regarding plantings to hide the irrigation pump for residents. A quote for the installation of bollards to keep golf carts off sidewalks will be presented at the next meeting.

D. District Manager’s Report

i. Approval of Check Register

Ms. Burns presented the check register.

On MOTION by Mr. Lisotta, seconded by Mr. McNary, with all in favor, the Check Register was approved.

ii. Balance Sheet and Income Statement

Ms. Burns presented the balance sheet and income statement.

iii. Ratification of Series 2019 Requisitions #3-#5 and #15-#18

Ms. Burns presented Requisitions #3 through #5 and #15 through #18.

On MOTION by Mr. Lisotta, seconded by Mr. Handler, with all in favor, Requisitions #3-#5 & #15-#18, were ratified.

iv. Announcing Qualifying Period: June 8th – June 12th

Ms. Burns announced the qualifying period for the General Election.

v. Presentation of Number of Registered Voters – 1,295

Ms. Burns presented the letter from the Supervisor of Elections informing the board that there are 1,295 registered voters residing in the District.

E. Amenity Reports

There being none, the next item followed.

TWELFTH ORDER OF BUSINESS Other Business

There being none, the next item followed.

THIRTEENTH ORDER OF BUSINESS Supervisors Requests

Mr. Lisotta thanked staff for reorganizing the fitness center equipment for social distancing and doing deep cleaning at no cost to the District.

Mr. McNary requests the Lennar sign be removed.

FOURTEENTH ORDER OF BUSINESS Public Comments

Resident comments: Request plan on landscape maintenance and pool maintenance, install pole with mirrors for blind spot at wall.

FIFTEENTH ORDER OF BUSINESS Adjournment

On MOTION by Mr. McNary, seconded by Mr. Handler, with all in favor the Meeting was adjourned at 5:56 p.m.


Secretary/Assistant Secretary


Chairman/Vice Chairman