

**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, **July 1, 2021** at 4:00 p.m. at 625 Palencia Club Drive, St. Augustine, Florida.

Present and constituting a quorum were:

| | |
|-----------------|---------------|
| Rob Lisotta | Chairman |
| Stephen Handler | Vice Chairman |
| Scott McNary | Supervisor |
| John Williams | Supervisor |
| Charles Usina | Supervisor |

Also present were:

| | |
|------------------------------|-----------------------|
| Ernesto Torres | District Manager, GMS |
| Sarah Warren <i>by phone</i> | Hopping Green & Sams |
| Brian Stephens | RMS |
| Erin Gunia | Marshall Creek CDD |

The following is a summary of the discussions and actions taken at the July 1, 2021 meeting. An audio 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. Five Board members were present, constituting a quorum.

SECOND ORDER OF BUSINESS

Public Comment

Mr. Lisotta asked for any residents who have comments. Residents asked questions on the budget and expenditures.

July 1, 2021

Sweetwater Creek CDD

THIRD ORDER OF BUSINESS

Approval of the Consent Agenda

A. Minutes of the June 3, 2021 Meeting

Mr. Lisotta presented the June 3, 2021 meeting minutes and asked for any comments or corrections from the Board. There being no changes or questions, Mr. Lisotta asked for a motion and approval.

On MOTION by Mr. Handler, seconded by Mr. McNary, with all in favor, the Minutes from the June 3, 2021 Meeting, were approved.

B. Financial Statements

Financial statements were provided in the agenda package and are for informational purposes, no motion was required.

C. Check Register

Mr. Lisotta presented the check register. The Board had no questions.

FOURTH ORDER OF BUSINESS

Discussion on Landscape Proposals (Question and Answer Forum)

Mr. Lisotta presented the proposals in the agenda package. Representatives from Duval, Down to Earth, Yellowstone and Trimac were in attendance. The Board questioned the pricing of mulch and Trimac responded they had a provider to allow prices to be lower on mulch. Another Board member asked a question about pricing differences and allowed the vendors to respond on flexibility of pricing. It was asked how much mulch is laid in an application. Each vendor explained why they should be selected to provide services. It was also asked if a work order ticket system was in place for submitted jobs, and how many accounts each vendor had. It was asked about the time that would be needed to get the District up to standards for each company.

Mr. Lisotta noted the Board needed more time to make a decision on their selection.

FIFTH ORDER OF BUSINESS

Consideration of Proposal from England Thims & Miller for Common Area Analysis

Mr. Torres noted that this was an increase for ETM billing hours of services. They noted that the area was available to provide common area in the community. An update was provided on the budget and how the cost could be billed. Clarification was made on hours and fee schedule.

July 1, 2021

Sweetwater Creek CDD

On MOTION by Mr. Usina, seconded by Mr. McNary, with four in favor and Mr. Lisotta opposing, the Proposal from England Thims & Miller for Common Area Analysis NTE \$15,000, was approved.

SIXTH ORDER OF BUSINESS

Acceptance of the Draft Fiscal Year 2020 Audit

Mr. Torres reviewed the audit for the Board, and it was noted that the District was in compliance.

On MOTION by Mr. Williams, seconded by Mr. McNary, with all in favor, the Draft Fiscal Year 2020 Audit, was approved.

SEVENTH ORDER OF BUSINESS

Discussion on the Fiscal Year 2022 Budget

Mr. Torres reported an update on the budget. Mr. Mossing had provided the amount of \$48,000 for an Operations Manager to be on duty three days in the District. It was recommended the Board fund and adjust the budget lines to accommodate this. No other changes were reported.

EIGHTH ORDER OF BUSINESS

Staff Reports

A. District Counsel

Ms. Warren had nothing further for the Board.

B. District Engineer

There being none, the next item followed.

C. Field Manager - Memorandum

Mr. Stephens highlighted a couple of items from the Manager’s memo. Landscaping installment dates were given and updates on sod and seed. Discussion ensued about GMS doing this and using Tractor Supply for seeding instead of what is being used currently. It was noted there was not currently access to a spreader.

On MOTION by Mr. Williams, seconded by Mr. McNary, with all in favor, using seed over sod was approved.

July 1, 2021

Sweetwater Creek CDD

Pressure washing the curb will be started. Discussion on cost to finish the remaining pressure washing. It was noted that the District was over budget for this line item.

On MOTION by Mr. Williams, seconded by Mr. McNary, with all in favor, NTE \$5,000 for Pressure Washing, was approved.

Mr. Stephens gave an update on the drainage system assessment and that it is working as designed. He added that dead and dying trees is expected and will continue, and the saltwater pond dropped in salinity levels and had killed some of the fish. A question was asked about the maintenance report on water availability. Another comment was added on a sidewalk issue that needs to be addressed. Mr. Stephens noted he had been out to observe that area and it was possibly settlement that had caused this issue. Jerry Lambert was introduced as a new member of the team. The comment was added about using the credit card and the limit of \$5,000 that was allowed for a person to spend without Board approval.

D. District Manager

There being nothing else, the next item followed.

E. Amenity Facilities Manager

Ms. Gunia reviewed the amenity facilities updates.

NINTH ORDER OF BUSINESS

Supervisor Requests/Audience Comments

A member of the audience asked about landscape details and irrigation in the District.

TENTH ORDER OF BUSINESS

Next Scheduled Meetings – Workshop on Thursday, July 8, 2021 at 4:00 p.m. at 1865 N. Loop Parkway and Board of Supervisors Meeting on Thursday, August 5, 2021 at 4:00 p.m. at 625 Palencia Club Drive, St. Augustine, Florida

Mr. Lisotta stated the next workshop will be held on July 8, 2021 at 4:00 p.m. at 1865 N. Loop Parkway, and the next Board of Supervisors meeting on Thursday, August 5, 2021 at 4:00 p.m. at 625 Palencia Club Drive, St. Augustine, Florida 32095.

July 1, 2021

Sweetwater Creek CDD

ELEVENTH ORDER OF BUSINESS

Adjournment

On MOTION by Mr. Usina, seconded by Mr. McNary, with all in favor, the Meeting was adjourned.

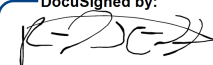
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