

**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, **June 3, 2021** at 4:00 p.m. at the offices of Governmental Management Services-North Florida, 475 West Town Place, Suite 114, St. Augustine, Florida.

Present and constituting a quorum were:

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| Rob Lisotta | Chairman |
| Stephen Handler | Vice Chairman |
| Scott McNary | Supervisor |
| John Williams <i>by phone</i> | Supervisor |

Also present were:

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| Ernesto Torres | District Manager, GMS |
| Sarah Warren | Hopping Green & Sams |
| Brian Stephens | RMS |
| Erin Gunia | Marshall Creek CDD |
| Darrin Mossing | GMS |
| Alison Mossing | GMS |
| Paul Hutchinson <i>by phone</i> | |
| Joe Knous | RA Studio 1+, Architect |

The following is a summary of the discussions and actions taken at the June 3, 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. Four Board members were present, one attending by Zoom and three in person, constituting a quorum.

SECOND ORDER OF BUSINESS **Public Comment**

Mr. Lisotta asked for any residents who have comments and asked them to please keep their comments to three minutes.

A resident asked if there would be a workshop for the budget explaining the price increases. Mr. Lisotta explained that the budget will be discussed more in the meeting and that there will be a top number for each line item and that will be sent out to all the residents for review. At the August meeting they will have a public hearing allowing the public to attend. The assessment level that is approved at the meeting today will not change.

The resident asked about the designation of officers listed on the agenda, and Mr. Torres explained that it was just an administration matter and that no changes would be made to the existing Board of Supervisors.

There being no other comments, the next item followed.

THIRD ORDER OF BUSINESS **Approval of the Consent Agenda**

A. Minutes of the May 6, 2021 Meeting

Mr. Lisotta presented the May 6, 2021 meeting minutes, financial statements, and check register and asked for any comments or corrections from the Board. Mr. McNary asked about the irrigation repairs to be sure they are being inspected and Mr. Stephens noted that they were being monitored. Mr. McNary also inquired about the Hopping Green & Sams invoice, and Mr. Torres explained those charges to him.

There being no other questions, Mr. Lisotta asked for a motion and approval.

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| On MOTION by Mr. McNary, seconded by Mr. Handler, with all in favor, the Minutes from the May 6, 2021 Meeting, were approved. |
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B. Financial Statements

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

C. Check Register

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

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

FOURTH ORDER OF BUSINESS **Consideration of Resolution 2021-05, Designating Officers**

Mr. Torres noted that the only change that will be made is to list him as Secretary and Treasurer and listing the Assistant Secretaries as Marilee Giles, Daniel Laughlin, Darrin Mossing, and Jim Oliver. There being no other changes made, a motion followed.

On MOTION by Mr. McNary, seconded by Mr. Handler, with all in favor, Resolution 2021-05 Designating Officers, was approved.

FIFTH ORDER OF BUSINESS **Update on Capital Improvement Projects**

Mr. Lisotta noted that they had a workshop concerning the capital improvement projects which was a success and Mr. Torres added there were three options that the architect came back with in which the Board generated an option four. Based on that, they are considering another workshop for the month of July. Staff will check with the architect and try to plan the next workshop for July 8, 2021.

SIXTH ORDER OF BUSINESS **Consideration of England Thims & Miller Work Authorization No. 8**

Mr. Torres reported that the CDD is contracted with ETM for their professional engineering services and as of right now there is \$10,000 programmed for Fiscal Year 2021, and \$6,940 remains. They have added this work authorization in case their work exceeds the budget. Mr. Torres does not expect the CDD to exceed the \$10,000 for FY 21 but in the event that they do, this covers ETM to ensure they get paid.

Mr. McNary inquired when ETM’s contract would be up for renewal and asked the question of the Board if they thought it was a good idea to continue with a firm that also worked for Lennar.

On MOTION by Mr. Lisotta, seconded by Mr. Handler, with all in favor, the England Thims & Miller Work Authorization No. 8, was approved.

SEVENTH ORDER OF BUSINESS

Consideration of Landscape Maintenance Proposals

Mr. Devin Koopman, a representative from Duval Landscape Maintenance, presented the proposal for landscaping services and wanted to be present in case the Board had any questions for him. A representative from Trimac Outdoor was also present for the Board’s consideration.

Mr. Torres went on to explain the ranking sheet he sent out for the Board’s consideration, and he presented the ranking order of the landscape proposals. His recommendation would be to delay a decision to allow the Board members to contact the references listed in the proposal packets and make a decision at the August Board of Supervisors meeting.

Mr. Lisotta agreed with Mr. Torres’s suggestion and the item was tabled until the August meeting. No motion was required.

EIGHTH ORDER OF BUSINESS

Consideration of Proposal from Riverside Management Services for Fiscal Year 2022

Mr. Torres reported that RMS was present at the meeting and recommended the Board approve the proposal for management services for Fiscal Year 2022. He had extensive conversations with RMS along with Darrin Mossing from GMS. The only change would be the start date, effective June 14th rather than October 1st. The new proposal consists of RMS having a person on site three days a week. RMS services include overseeing projects and managing their progress, identifying issues in trouble areas and tending to those on the days that they are there, inspecting playgrounds, along with many other many other responsibilities. The motion would include an authorization of a prorated amount for the remainder of the fiscal year.

Mr. Williams suggested that the Board wait until next month to decide on this matter in order to roll it into the landscaping agreements to be made as well. Mr. Lisotta disagreed due to the importance of the issue and coming into what he called the peak time of year for complaints.

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| <p>On MOTION by Mr. McNary, seconded by Mr. Handler, with all in favor, the Proposal from Riverside Management Services for Fiscal Year 2022 Along with a Prorated Rate for the Remainder of Fiscal Year 2021, was approved.</p> |
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NINTH ORDER OF BUSINESS

Consideration of License Agreement and Waiver for District Volunteers

Mr. Lisotta stated that this was a resident request and that they wanted to get a group of volunteers together to do trash pickup. The question is if they need a waiver and Ms. Warren noted that the Board would need to authorize a simple license agreement with the HOA which would allow volunteers to pick up litter around the community and will put the burden on the HOA to gather waivers or releases that they might need as a necessity.

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| On MOTION by Mr. Handler, seconded by Mr. Lisotta, with all in favor, the License Agreement and Waiver for District Volunteers, was approved. |
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TENTH ORDER OF BUSINESS

Update on Status of Dosel Lane Proposal

Mr. Stephens noted that an updated proposal from Yellowstone was provided in the agenda packet. This proposal involves adding trees to eliminate the requirement of dirt. The second and third pages of the proposal will give the Board an idea of what the trees will look like along with a basic planning pattern.

A discussion between the Board and Mr. Stephens continued in which location, number of trees, irrigation options, and timeline of this project were discussed. Mr. Stephens's recommendation to the Board would be to hold off for the time being. Reasons being hoping that the plant material costs come down and to allow whoever the Board chooses for a new landscape vendor to do the install of this project to guarantee a year warranty that comes standard with the industry.

Mr. Lisotta proposed that they utilize the bond debt fund to pay for the trees to allow the landscape improvement line item to pay for the irrigation. The cost could be covered in the budget for FY21 as long as there is not another mulch installation. Mr. Lisotta made a motion to move forward, stating the irrigation would come from the budget and the cost of the tree installation to come from the capital improvement fund allowing for more flexibility to role excess funds into the reserves. Ms. Warren was sure to reiterate if the Board moves forward with this Yellowstone and then the Board decides to switch landscape maintenance providers at the August meeting, there will be an issue with moving forward with this project.

On MOTION by Mr. Lisotta, seconded by Mr. McNary, with three in favor and Mr. Williams opposed, the Proposal from Yellowstone for Trees on Dosel Lane, was approved 3-1.

ELEVENTH ORDER OF BUSINESS**Consideration of Resolution 2021-06,
Approving the Proposed Budget for Fiscal
Year 2022 and Setting a Public Hearing Date
for Adoption**

Mr. Torres presented the proposed FY22 budget and suggested setting a public hearing date for August 5, 2021 at 4:00 p.m. There are some recommended changes and as they go through them as a Board, they will calculate an assessment total.

The first major change would be the field management fee budget line of \$80,000. Mr. Torres's thought process would be to bring someone in five days a week instead of three. The other increase is in landscape maintenance to allow the Board to consider the top three candidates as far as pricing is concerned. A decrease is shown in the landscape improvement line item at \$125,000. The justification for the decrease comes from the proposed vendors adding a mulch process to their contract subtracting that cost from the District's line item. Another increase is connected to the field repairs and maintenance line item. Mr. Torres received the numbers from Marshall Creek for staff for first service and it's a 2% increase in some areas and nothing that will increase the budget when it comes to their staff. The other large increase is associated with the capital reserves fund. Mr. Torres is recommending the contribution be \$110,000 but the capital reserve study recommends they should be putting in around \$220,000 per year.

A conversation continued about moving forward and considering the decision they will be making with the landscape maintenance contract that will be made at next month's meeting. It was ultimately decided to increase the landscape line item to \$346,000 which is the highest of the proposed landscapers as to not limit themselves at the next meeting. Ms. Warren added that capping the number at \$346,000 effectively closes the option of awarding the contract to Yellowstone going forward because their bid was higher. The contract must be awarded by the proposed numbers. Mr. McNary suggested setting the landscape budget for \$346,000 and then leave the landscape improvements at \$125,000 giving the Board flexibility.

Irrigation repairs was budgeted at \$17,045 and the actual expenditure was approximately \$23,000. Instead of funding it at \$40,000, you use some of that towards your \$110,000 of

recommended capital reserves or increase the capital reserves to \$150,000 and drop the irrigation line item by \$30,000.

The RMS field management services line item is at \$80,000 but if the Board wants to continue with part time services that line will be dropped back down to \$40,000. The Board decided to stick with the \$80,000 with thoughts that they have the opportunity to drop it down if need be.

Ms. Guina had some price reductions associated with her line items but in cleaning supplies asked for an increase from \$10,000 to \$15,000 due to the number of antibacterial wipes they were going through due to the pandemic.

Mr. Torres suggested that the pool repair and maintenance be reduced because there were significant repairs on the pool and if a pool pump does happen to break, the funds will be paid out of capital reserves.

Lastly, the Board discussed where they want to stand with capital reserves and how much they would like to contribute.

On MOTION by Mr. Lisotta, seconded by Mr. McNary, with all in favor, Resolution 2021-06 Approving the Proposed Budget for Fiscal Year 2022 and Setting the Public Hearing Date for August 5, 2021, was approved.

TWELFTH 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. The Torcido pond pump was installed and repaired and it has been working flawlessly for the last month. The new pump motor that was approved at the last bord meeting for Rio del Norte has been installed and is also working correctly. He mentioned some panting and removals that have been going on in different areas.

The Board had some questions about some ongoing projects and the field manager's report can be found in the agenda packet.

D. District Manager

Mr. Torres noted that he has been working Mr. Stephens and Yellowstone to figure out the overcharge for the sod that was installed outside of the contract price and will report back to the Board when that issue is resolved.

Having nothing else, the next item followed.

E. Amenity Facilities Manager

Ms. Guina stated that she will have suggestions for the new lease at the next meeting. The child watch usage is up to 16 families in the month of May and is working on making graphs for the Board for their information.

THIRTEENTH ORDER OF BUSINESS Supervisor Requests/Audience Comments

There being none, the next item followed.

FOURTEENTH ORDER OF BUSINESS Next Scheduled Meeting – Thursday, July 1, 2021 at 4:00 p.m. at 625 Palencia Club Drive, St. Augustine, Florida 32095

Mr. Lisotta stated the next meeting will be July 1, 2021 at 4:00 p.m.

FIFTEENTH ORDER OF BUSINESS Adjournment

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


Secretary/Assistant Secretary

 R. LISOTTA
Chairman/Vice Chairman