

**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, **September 2, 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
Jennifer Kilinski	District Counsel
Cheryl Graham	RMS
Jerry Lambert	RMS
Alison Mossing	RMS

The following is a summary of the discussions and actions taken at the September 2, 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

- A resident (Dennis) asked if the flowers would continue to be changed quarterly or if they could possibly pick plants that will stay in bloom longer cutting down on costs.
There being no other resident comments on agenda items, the next item followed.

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THIRD ORDER OF BUSINESS

Approval of the Consent Agenda

A. Minutes of the August 5, 2021 Meeting

Mr. Lisotta presented the July 1, 2021 meeting minutes and asked for any comments or corrections from the Board. Mr. Handler corrected a comment that was attributed to Mr. McNary that was actually him under the eighth order of business. Under the ninth order of business, he corrected another misquote that was Mr. McNary but should have been him. Staff took note and the corrections would be made.

Mr. Usina had a correction under the fifth order of business where the Board was discussing different options for landscape maintenance services stating that in the minutes it says he recommended Duval but he did not. Mr. Handler stated that comment was made by him.

On MOTION by Mr. Usina, seconded by Mr. Handler, with all in favor, the Minutes of the August 5, 2021 Meeting were approved as amended.

B. Financial Statements

The financial statements were provided in the agenda package and were for informational purposes. Mr. Torres asked for a motion to approve.

On MOTION by Mr. Usina, seconded by Mr. Handler, with all in favor, the Financial Statements, were approved.

C. Check Register

Mr. Lisotta presented the check register. The Board had no questions. He asked for a motion to approve.

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

FOURTH ORDER OF BUSINESS

**Discussion on Fitness Center Improvements;
Consideration of Proposals for Conceptual
Estimates**

Mr. Lissotta had Mr. Knous lead the Board in discussion about the two conceptual designs for the fitness center expansion. There were two quotes that can be found in the agenda package,

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and he noted he has worked with both construction companies and stated that they both do a really good job. Both proposals are based off the two concepts developed that focus on an a la cart options of the four or five areas that they will be working on. Mr. Knous was asking for approval to move forward with one of the companies, then they will have one more discussion for changes before the final plans are presented for approval and final cost estimate. The Board continued to talk about the two proposals and asked questions to better decide and that included the idea of continuing the meeting or holding another workshop. They decided to continue this discussion later in the meeting. Mr. Torres stressed to the Board that they are only choosing the cost estimate of the general contractor who will do the job at this specific time.

Coming back to the fitness center improvements discussion, Mr. Lisotta asked the Board if they had a preference between to 2,500 square feet over the 2,982 square feet designs and they decided to go with the larger one thinking they could always scale back if needed. Mr. Handler noted some changes to the 2,982 where it says existing group fitness: creating a wall in the rectangular area to separate the two areas. There was more discussion about retractable walls and the location of where they should go. They want to insure there is an interior way to get into the group fitness room, so the residents do not have to walk outside to enter the room. The wall that is on the top right would be a retractable wall, the wall that is behind the existing reception area would remain the entire length that it is now, and the wall in the room that would divide it in half would also be retractable. They then decided to make the wall behind the reception area half the length. Mr. Williams stated that he did not like the arch shapes of the entries, and it was stated that those can be changed if it was the wish of the whole Board. There were no other existing structural suggestions made by the Board.

Discussion continued about what to do with the existing childcare area. In the plans they will take the name labeling the area as that for now and come back to the decision at a later time.

Mr. Lisotta talked about having them drop a wall in the new flex space on the top of the new building so that when you come in from the breezeway of the old building to the new building so that you can walk down a hallway to get to the second room without walking in the middle of a class.

Mr. Knous suggested that the Board move forward with the proposal from Construction Cost Services, and the Board agreed.

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On MOTION by Mr. Lisotta, seconded by Mr. Williams, with all in favor, the Proposal for Conceptual Estimates from Construction Cost Services, was approved.

FIFTH ORDER OF BUSINESS

Consideration of Proposal from Riverside Management Services for Full-Time Field Operations Management

Mr. Torres summarized the proposal from Riverside Management Services for full-time field operations management. The new field manager Mr. Lambert is on property three days a week, and this will increase with a second staff member two days a week, having someone there five days a week. The Board would like to continue with Mr. Lambert five days a week, but his schedule does not allow it. Ms. Mossing with RMS stated that they are willing to start with Ms. Cheryl Graham two days a week on a trial basis and if the Board is not completely satisfied, they will reevaluate. The Board discussed their options and what they want out of the RMS services.

Mr. Williams suggested that they move forward with the trial process that Ms. Mossing is suggesting and, in the meantime, look into other options for operations management allowing the Board to move quickly into the process of finding someone new if it comes to that. The Board approved to move forward with the proposal subject to a three-month review where they will consider continuing with the contract after that three-month time.

On MOTION by Mr. McNary, seconded by Mr. Handler, with all in favor, the Proposal from Riverside Management Services for Full-Time Field Operations Management was approved.

SIXTH ORDER OF BUSINESS

Consideration of Agreement with Duval Landscape

Mr. Torres stated that he and Dr. Handler worked together on this, and they came up with some proposed changes. They were able to reduce the mulch cost to \$50,000. There was also an option about the ability to change the Account Manager if need be. There were a few minor changes they proposed within the agreement that Mr. Torres presented to the Board before asking for a motion of approval. Ms. Kilinski walked the Board through some of the language and noted that the only substantive change was the mulching price. Staff has until October 1st to clarify any other changes from the Board. Mr. McNary would like it to clearly state what the landscape

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contract services are and what the CDD is actually paying for, and Ms. Kilinski stated that she will make those changes.

On MOTION by Mr. Lisotta, seconded by Mr. Usina, with all in favor, Consideration of Agreement with Duval Landscape Subject to Requested Changes, was approved.

SEVENTH ORDER OF BUSINESS

Staff Reports

A. District Counsel

Ms. Kilinski had nothing further for the Board. Mr. Williams asked if there are any documents between Lennar and the CDD that may detail the transition of the properties and services before management switched over. Ms. Kilinski stated that there should be at the very least some acquisition documents that should be in the District's files. She has not looked at them specifically but will look into it for them.

B. District Engineer

Mr. Torres offered a brief update for the Board. The survey that was approved for the areas that belong to the CDD will be presented to the Board at the next month's meeting.

C. Field Manager

Mr. Lambert presented the field operations report to the Board. Completed items include:

- Ensenada Park repairs that included repairs, cleaning, repainting, and replacements of worn equipment.
- Yellowstone replaced all dead sod in Privado Ct. Park and installed Bahia seed at the mailbox cul-de-sac area and will be monitored.
- Yellowstone reinstalled sprinkler heads on the island at Rio Del Norte.
- Basketball backboards that were sun damaged are in process of being replaced
- Request for proposals to resurface basketball courts have gone out
- A+ will begin sidewalk repairs the first week of September

Mr. Usina wanted to state on the record that Yellowstone in relation to the roundabout and the flowerheads; they have said they are going to come out, but he does not want to turn over the District to the new landscape company with the flowerbeds looking the way that they do. He wants to know what they need to do to communicate with Yellowstone that that needs to be on their radar

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before their contract is up. Mr. Lambert has had conversations about the roundabout with Yellowstone and will continue to follow-up with them on that.

Mr. Torres noted that staff had a good meeting with Duval in anticipation with the agreement being approved and future enhancements. They plan to bring recommendations to the Board within 30 of their start date that will include an automation control of the irrigation system.

i. Quotes for Resurfacing the Basketball Court

Ms. Graham presented the three proposals to resurface the basketball courts to the Board. The proposals can be found in the agenda package. The Board agreed to go with the half court resurface from Court Surfaces for \$5,200 with a two-year warranty. The Board would also like to go with a green finish as opposed to the current black color.

On MOTION by Mr. McNary, seconded by Mr. Williams, with all in favor, the Proposal to Resurface the Basketball Court for \$5,233, was approved.

D. District Manager

Mr. Torres added a timeline for construction for the Board to be reassured that there is a method of conceptual plans all the way to construction. They will be able to amend the engineer's report because the engineer's report did not cover any improvements to the fitness center.

He asked the Board to consider an RFQ to be issued for an architect firm. That way, once they have a construction cost estimate, they will need to bring on an architect firm. Due to the amount of construction costs, the RFQ process is necessary. Ms. Kilinski will issue the RFQ with the Boards permission.

On MOTION by Mr. Williams, seconded by Mr. Usina, with all in favor, Allowing Staff and District Counsel to Start the RFQ Process to Procure an Architect, was approved.

E. Amenity Facilities Manager

The amenity manager gave a report to the Board that included adding new classes to the fitness schedule, touching up wall in the gym, and extensive cleaning at night. They are looking to

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hire more employees to the fitness center and to the child watch area. The striping in the parking lot is almost complete.

Mr. Handler asked for her to give a rundown on the statistics for childcare use. When she first started nine years ago, there were 150 families using the amenity. The numbers have changed as the community has grown and the demographics have shifted. In August the numbers show that 41 families used the service. Mr. Handler said with a number that low, he would really like to consider retiring the service and the Board discussed that option. They tabled a decision and will put it on the agenda for a meeting in February and then the Board will vote on it, but the intent will be to end the service at the end of a six-month period if the numbers do not increase.

EIGHTH ORDER OF BUSINESS

Supervisor Requests/Public Comment

Mr. Usina requested that the bike rack be addressed again as well as the mulching on the grass area that he and Mr. Lambert knew about without mentioning the specifics.

Mr. Lisotta asked to add a standing agenda item for the fitness center and child watch.

A resident stated that the path on the corner of Ensenada and North Loop, there is a blind corner and that there are overgrown bushes. They should be trimmed back for safety.

Another safety issue was brought up with north of US1 and Valencia. Cars are stopping at the one lane, but if there could be a sign that states the merge. Mr. Lisotta let the resident know that it is not a district matter.

NINTH ORDER OF BUSINESS

Next Scheduled Meetings – Thursday, October 7, 2021 at 4:00 p.m. at 625 Palencia Club Drive, St. Augustine, Florida 32095

Mr. Lisotta stated next Board of Supervisors meeting on Thursday, October 7, 2021 at 4:00 p.m. at 625 Palencia Club Drive, St. Augustine, Florida 32095.

TENTH 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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Secretary/Assistant Secretary

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Chairman/Vice Chairman