

**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 Monday, **May 9, 2022** 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
Charles Usina <i>by phone</i>	Supervisor
Ron Cervelli	Supervisor
John Smith	Supervisor

Also present were:

Jim Oliver	District Manager
Jennifer Kilinski	District Counsel
Erin Gunia	Director of Amenities
Chris Hall	Field Operations Manager
Jerry Lambert	VP, Director of Operations, RMS
Daniel Todd	Account Manager, Duval Landscape

*The following is a summary of the minutes and actions taken at the May 9, 2022 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. Three Board members were present, constituting a quorum. Mr. Usina participated by phone.

**SECOND ORDER OF BUSINESS**

**Public Comment**

There being none, the next item followed.

**THIRD ORDER OF BUSINESS**

**Approval of the Consent Agenda**

May 9, 2022

Sweetwater Creek CDD

**A. Minutes of the April 7, 2022 Meeting**

Mr. Lisotta presented the April 7, 2022 meeting minutes and asked for any comments or corrections from the Board. The Board had no changes to the minutes.

**B. Financial Statements**

The financial statements were provided in the agenda and were for informational purposes. The Board had no questions.

**C. Check Register**

Mr. Lisotta presented the check register.

On MOTION by Mr. Handler, seconded by Mr. Cervelli, with all in favor, the Consent Agenda, was approved.

**FOURTH ORDER OF BUSINESS**

**Organizational Matters**

**A. Acceptance of Resignation of John Williams**

Mr. Lisotta presented the letter of resignation from John Williams.

On MOTION by Mr. Lisotta, seconded by Mr. Handler, with all in favor, the Resignation Letter from John Williams, was approved.

**B. Consideration of Appointing a New Supervisor to Fill the Vacancy (Seat 2, Term 11/2024)**

Mr. Lisotta stated the seat #2 is up for election on November 20, 2024. He noted the seats up for election are Mr. Lisotta’s and Mr. Cervelli’s. He suggested retaining Mr. Cervelli for a longer term. He explained the process of moving seats in order to retain Mr. Cervelli for a longer term. District Counsel explained that procedurally, Mr. Cervelli needed to resign from his seat before they can approve him for appointment to a new seat with a different term length. Mr. Cervelli submitted his resignation for his current seat.

On MOTION by Mr. Lisotta, seconded by Mr. Handler, with all in favor, Acceptance of Ron Cervelli’s Resignation, was approved.

Mr. Handler made a motion for Mr. Cervelli to fill the vacant seat left by Mr. Williams’s resignation.

May 9, 2022

Sweetwater Creek CDD

On MOTION by Mr. Lisotta, seconded by Mr. Handler, with all in favor, the Appointment of Mr. Ron Cervelli to Fill the Vacant Seat, was approved.

Mr. Handler stated there were three applications submitted to join the Board. Mr. John Smith was a second time applicant. The Board discussed appointing Mr. Smith to fill the vacancy.

On MOTION by Mr. Handler, seconded by Mr. Lisotta, with all in favor, the Appointment of John Smith to Fill Vacant Seat #2, was approved.

**C. Oath of Office for Newly Appointed Supervisor**

Mr. Oliver administered the oath of office to Mr. Smith as new Supervisor for Seat #2. He explained the procedures and legalities for a new Supervisor including the Sunshine Law.

**D. Consideration of Resolution 2022-08, Designating Officers**

This item was not discussed.

**FIFTH ORDER OF BUSINESS**

**Fitness Center Expansion Project**

**A. Update Regarding Architectural Planning**

Mr. Lisotta reviewed the Fitness Center expansion project which will include a storage area, and storage for the audio and video equipment. He reviewed the updated permit drawing prepared by Basham Lucas. Mr. Lisotta noted that Basham Lucas needs a civil engineer to do some of the work, and they did not have the manpower for this job. He noted currently the District has contracted with ETM for engineering services – the first request of ETM from the District was ETM did not have the workload for this. ETM ultimately did submit a quote for their costs that was in the \$75,000 range. Discussion ensued about seeking another vendor. Mr. Lisotta noted he was in favor of continuing with ETM to keep the process going and to not delay this further. Discussion ensued on how to select a provider for engineering services, the RFQ process, and whether there would be cost savings. Mr. Lisotta noted the cost of \$75,000 and the breakdown costs with an estimated \$48,350 for engineering services to prepare the plans. The breakdown was discussed further. After discussion ensued the Board decided to move forward with ETM Authorization #12, for the initial pre-construction tasks.

May 9, 2022

Sweetwater Creek CDD

On MOTION by Mr. Lisotta, seconded by Mr. Cervelli, with all in favor, Work Authorization #12 with ETM for Engineering Services for the Fitness Center Expansion Project, was approved.

**B. Discussion on Survey Results and Data**

Ms. Gunia presented results of the survey regarding resident preferences for future recreational improvements. She noted that 765 residents responded to the survey.

**SIXTH ORDER OF BUSINESS**

**Landscape Maintenance Report**

Down to Earth presented the landscape maintenance report. After Board discussion of performance deficiencies related to the unacceptable late installation of scheduled installation of annuals and mulch by Duval’s sub-contractor. Mr. Todd committed to the mulch installation during the week of May 16. RMS to collaborate with Duval Landscape to document deficiencies and a punch list resulting from joint drive-thru inspections. It was requested this be shared with the Board.

**SEVENTH ORDER OF BUSINESS**

**Discussion on Child Watch**

Mr. Lisotta stated this is on the agenda for comments. No action was taken.

**EIGHTH ORDER OF BUSINESS**

**Consideration of Additional Rates/Fees for Gate Strikes**

Mr. Lisotta asked for updates on this issue. Discussion included if residents need to have punitive consequences if they hit the gate, the repair period, costs, and available staff to complete repairs. Mr. Lisotta stated he would like to table this and see what other communities do with this issue. There was no action taken.

**NINTH ORDER OF BUSINESS**

**Discussion of CDD Approval Process for Resident Landscape Improvements on CDD Property**

Mr. Lisotta stated that this came up because of some confusion as to what was being asked of a particular location and what was being proposed. Mr. Lisotta noted this could provide benefit however, he felt there was potential for unintended ramifications which would cost the District money, time, and headache. He reviewed an email and stated the District did not have the capacity to fulfill this request. After discussion the Board decided to take no action.

May 9, 2022

Sweetwater Creek CDD

**TENTH ORDER OF BUSINESS****Discussion of Fiscal Year 2023 Budget Process**

Mr. Oliver presented an overview of the proposed Fiscal Year 2023 budget process. He noted at this time there the preliminary budget did not include a proposed assessment increase. The budget will be considered for approval at the June 2, 2022 meeting, in advance of the statutory deadline for approval. The budget hearing and budget adoption will be at the August 4, 2022 meeting. There was no action to take at this meeting.

**ELEVENTH ORDER OF BUSINESS****Staff Reports****A. District Counsel**

Ms. Kilinski had nothing further to report.

**B. District Engineer**

There were no updates from the engineer.

**C. Field Manager – Field Operations Report**

Mr. Chris Hall reviewed the Field Operations Report. There was continued discussion of the landscaping issues. Mr. Todd recommended using a form for monthly reporting to address Supervisor concerns.

**D. District Manager – Report on the Number of Registered Voters (1,579)**

Mr. Oliver stated the number of registered voters residing in the Sweetwater Creek CDD was 1,579 as of April 15, 2022, according to the St. Johns County Supervisor of Elections. He noted this information is required to be presented to the Board on the record each year.

**E. Director of Amenities**

Ms. Gunia reviewed the amenity report and noted the cardio equipment lease has expired and requested the FY23 budget include potential lease of new equipment. The Board had discussion on how long they could go without the purchase of new equipment. Mr. Lisotta requested the Board discuss this at a future meeting.

**TWELTH ORDER OF BUSINESS****Supervisor Requests/Public Comment****Resident Comments:**

- Resident commented that the grass was being cut too low.

May 9, 2022

Sweetwater Creek CDD

- Another resident questioned the cost on the fitness center and other plans the Board may consider. She asked about time frame for the project.

**Supervisor Comments:**

- Mr. Handler requested from staff that Supervisors get the reports a week prior to the meeting. He noted the reports were coming in too late for the Supervisors review. Ms. Guina explained the report needed to be completed at the end of the month and there was a short turnaround time. It was decided to have them emailed out prior to the meeting.

**THIRTEENTH ORDER OF BUSINESS**

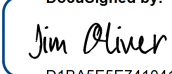
**Next Scheduled Meetings – Thursday, June 2, 2022 at 4:00 p.m. at 625 Palencia Club Drive, St. Augustine, Florida 32095**

Mr. Lisotta stated that the next Board of Supervisors meeting is scheduled for Thursday, June 2, 2022 at 4:00 p.m. at 625 Palencia Club Drive, St. Augustine, Florida 32095.

**FOURTEENTH ORDER OF BUSINESS**

**Adjournment**

On MOTION by Mr. Handler, seconded by Mr. Usina, with all in favor, the meeting was adjourned.

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 Secretary/Assistant Secretary

DocuSigned by:  
  
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 Chairman/Vice Chairman