

**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 2, 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	Supervisor
Ron Cervelli	Supervisor
John Smith	Supervisor

Also present were:

Jim Oliver	District Manager, GMS
Meredith Hammock	District Counsel, KE Law Group
Lauren Gentry <i>by phone</i>	KE Law Group
Erin Gunia	Director of Amenities
Chris Hall	Field Operations Manager, RMS
Daniel Todd	Account Manager, Duval Landscape

The following is a summary of the minutes and actions taken at the June 2, 2022 meeting.

FIRST ORDER OF BUSINESS

Roll Call

Mr. Lisotta called the meeting to order at 4:00 p.m. All five Board members were present, constituting a quorum.

SECOND ORDER OF BUSINESS

Public Comment

There being none, the next item followed.

THIRD ORDER OF BUSINESS

Approval of the Consent Agenda

A. Minutes of the May 9, 2022 Meeting

June 2, 2022

Sweetwater Creek CDD

Mr. Lisotta presented the May 9, 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. There was a question regarding a charge for \$2,500. Mr. Oliver replied that was Requisition No. 37 for the engineer’s report that was revised. There was another question on the balance sheet. Mr. Oliver clarified it was money transferred to the wrong account and the general fund needed to reimburse that account. Mr. Smith questioned Section C on the work done by Duval Landscaping Maintenance.

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

FOURTH ORDER OF BUSINESS

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

Mr. Oliver stated this resolution is to appoint John Smith as an Assistant Secretary.

On MOTION by Mr. Lisotta, seconded by Mr. Cervelli, with all in favor, Resolution 2022-08 Designating Officers and the Appointment of John Smith as Assistant Secretary, was approved.

FIFTH ORDER OF BUSINESS

**Discussion on Smart Irrigation Controllers
(Supervisors Handler and Smith)**

Mr. Handler and Mr. Smith discussed the current situation of the irrigation system, the money wasted, and the cost savings. It was noted there had been three rounds of planting failure due to irrigation errors. Mr. Hall discussed the two controllers in the attached agenda and a description of the two types of smart irrigation controller types based on geographic location and landscape environment. Discussion ensued on if the controllers were installed, costs of the controllers, if the controller gave accurate data, and if this was an expense to prioritize. The possibility of raising the irrigation budget for next year was discussed.

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A proposal was made to replace controllers in the community, or every 6 months to put into the budget line item as a capital expenditure. A notice to the community to increase the line item would be 3 to 3½ percent. There are 12 controllers in the District now. The main proposal that was sent was \$5,430.83 per controller. The internet connection options were discussed along with the associated costs and the on-going service plan.

SIXTH ORDER OF BUSINESS**Update Regarding Fitness Center Expansion Project**

**This item was taken out of order after the third order of business.*

Mr. Lisotta provided the updates on the expansion of fitness center. He noted that \$150,000 estimate was designated to move utilities, but it is unclear as to specifics on this topic. He reviewed the options for the Board. Discussion ensued on potential unknown costs and funding shortfalls. He added the engineer had completed a walk around, took pictures and noted some issues. Feedback from the walkthrough included, the RFP outlined the possibility of needing a Geotechnical engineering survey or service with an estimate of not to exceed \$10,000. Another concern was the need for a surveying service with an estimate of \$10,000. The following items were optional: Irrigation and landscaping using the current contractor and spending possibly \$150,000. Security for building was another possible concern. Other included possibilities were audio/video for building, acoustical engineering, signage, and parking. Mr. Handler requested an email to summarize all of this before the next meeting.

Further discussion ensued on architectural features and cost estimates. It was noted that RFP documents will not be ready for another two months. There was a discussion about another column being added for committed funds. Other suggestions for design, square footage, and areas for utilization were discussed to include 1,094 square feet. Other items such as input from community wanting more updated equipment, expand classes and times, refiguring space, or new building or new fitness center. Discussion continued on refiguring the space or building a new building. It was noted there was a concern from a Board member about the way the Board was moving to allocate all bond funding to this rebuilding versus re-utilization of current space leaving no bond money for other needs. Available options were topic of continued discussion. After discussion the Board did decide to continue to push through the RFP process to determine actual costs.

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The Board decided the architect and Director of Amenities will meet on June 3, 2022 at project site with interior designer for selection of colors.

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

Discussion on Wireless Distribution Rental Charges for Future Internet and Stream (Supervisor Smith)

Mr. Smith led discussion on the wireless distribution rental charges for future internet. After discussion the Board was open to future revenues if the opportunity presents itself.

NINTH ORDER OF BUSINESS

Consideration of Resolution 2022-09, Approving the Proposed Budget for Fiscal Year 2023 and Setting a Public Hearing Date

Mr. Oliver presented the budget and noted a preliminary budget with no increase in assessments was reviewed in May . He added the the budget will consider impacts of increased inflation increases and growth of capital reserves. Mr. Lisotta asked for an increase for the capital reserve. It was noted that a mailed noticed would be required to notify residents of an increase. The Board discussed several line item increases for the irrigation controllers, electrical contract, administrative costs, communications costs, landscape improvements, maintenance, and the discussion of what percentage increase should be sent to residents. It was noted that flexibility would be needed to adjust the final approval of budget.

Mr. Oliver noted he had used a place holder for \$110,000 and he looked at the reserve study to see what the suggested contribution was. He noted his office would field calls resulting from mailed notice to explain to the residents the key reasons for proposed assessment increases. Mr. Oliver noted that requested increases for several vendor contracts were included in the FY23 budget. Ms. Gentry outlined the timeline for approval of the final budget and the increase should be decided today since there is no meeting before the required approval date. Mr. Lisotta noted that with all discussed increases they are now at a 12-15% increase. After discussion, the Board decided an increase was needed and the notice to residents will be mailed.

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It was suggested the public hearing be set for August 4, 2022 at 4:00 p.m. in the regular meeting location. The proposal was made to increase the irrigation line item by \$60,000 in the new budget to replace all the controllers. The majority of the Board was opposed.

Mr. Lisotta then proposed an irrigation line increase of \$30,000 with half this year and half the next year. Mr. Cervelli and Mr. Usina were opposed. Mr. Lisotta noted it is a split vote, with majority in favor and he directed that the irrigation line item be increased, which is an increase of approximately 30%. Other specific line items were discussed for increase by each Board member. Ms. Gentry noted a possible landscape contract increase by \$30,000, landscape improvements increase, phone, electric utilities increase and others discussed. Mr. Lisotta proposed a capital reserve increase of \$40,000 bringing the total increase to the overall budget to \$106,000, an increase of 6.3%.

On MOTION by Mr. Smith, seconded by Mr. Lisotta, with Mr. Usina opposed, Resolution 2022-09, Approving the Proposed Budget for Fiscal Year 2023 and Setting the Public Hearing for August 4, 2022 at 4:00 p.m. in the Regular Meeting Location, was approved 4-1.

TENTH ORDER OF BUSINESS

Consideration of Resolution 2022-10, Authorizing a Change in the Designated Registered Agent

Mr. Oliver presented the resolution and noted it was drafted by District Counsel to change the designated registered agent to Jim Oliver as District Manager.

On MOTION by Mr. Lisotta, seconded by Mr. Usina, with all in favor, Resolution 2022-10 Authorizing a Change in the Designated Registered Agent, was approved.

ELEVENTH ORDER OF BUSINESS

Staff Reports

A. Landscape Report

Duval provided updates to the landscape report.

B. District Counsel

District Counsel had nothing further to report.

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C. District Engineer

There were no updates from the engineer.

D. Field Manager – Report

Updates were provided on the field manager’s report. He discussed landscaping concerns and clarification of the budget of \$5,000. Further discussion can be held at a future date.

E. District Manager

Mr. Oliver had nothing further to report.

F. Director of Amenities

Ms. Gunia reviewed updates on activities and events for the community.

TWELTH ORDER OF BUSINESS

Supervisor Requests/Public Comment

Resident Comments:

- There were no resident requests.

Supervisor Comments:

- There were no Supervisors request.

THIRTEENTH ORDER OF BUSINESS


Next Scheduled Meetings – Thursday, July 7, 2022 at 4:00 p.m. at 625 Palencia Club Drive, St. Augustine, Florida 32095

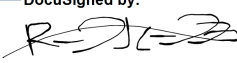
Mr. Lisotta stated that the next Board of Supervisors meeting is scheduled for Thursday, July 7, 2022 at 4:00 p.m. at 625 Palencia Club Drive, St. Augustine, Florida 32095.

FOURTEENTH ORDER OF BUSINESS

Adjournment

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

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 Secretary/Assistant Secretary

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 Chairman/Vice Chairman