

**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, **December 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
John Williams ( <i>by phone</i> )	Supervisor
Charles Usina	Supervisor

Also present were:

Ernesto Torres	District Manager
Erin Gunia	Amenity Manager
Jerry Lambert	Field Operations Manager
Jennifer Kilinski	District Counsel
Cheryl Graham	Riverside Management Services, Inc.
Mike Lucas	Architect Basham & Lucas

*The following is a summary of the discussions and actions taken at the December 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. Four Board members were present, constituting a quorum.

**SECOND ORDER OF BUSINESS**

**Public Comment**

There were no public comments.

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**THIRD ORDER OF BUSINESS**

**Organizational Matters**

**A. Consideration of Appointing a New Supervisor to Fill the Seat 2 Vacancy (Term 2022); Candidates that have expressed interest:**

- **John Smith**
- **Ian Rankin**
- **Ron Cervelli**
- **Eric Week**

Mr. Lisotta stated that four people were interested in the vacancy for Seat 2. He noted that he supported the nomination of Mr. Cervelli.

On MOTION by Mr. Williams, seconded by Mr. Usina, with all in favor, Appointing Mr. Cervelli to Fill Seat 2 Vacancy, was approved.

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

Mr. Lisotta performed the oath of office for Mr. Cervelli. District Counsel gave background on all issues pertaining to CDD Supervisors to include the Sunshine Law, Public Records, email address, Code of Ethics, financial disclosure form, and conflicts of interest.

**C. Consideration of Resolution 2022-04, Designating Officers**

Mr. Lisotta stated Mr. Cervelli will serve as Assistant Secretary and asked for a motion to approve.

On MOTION by Mr. Lisotta, seconded by Mr. Usina, with all in favor, the Resolution 2022-04, Designating Officers adding Mr. Cervelli as an Assistant Secretary, was approved.

**FOURTH ORDER OF BUSINESS**

**Approval of the Consent Agenda**

**A. Minutes of the November 8, 2021 Meeting**

Mr. Lisotta presented the November 8, 2021 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.

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**C. Check Register**

Mr. Lisotta presented the check register. The total was \$200,949.29.

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

**FIFTH ORDER OF BUSINESS**

**Public Comment on Board’s Intent to Terminate Child Watch Services Effective February 1, 2022**

This topic was not discussed, the Board is waiting until February to discuss this item.

**SIXTH ORDER OF BUSINESS**

**Consideration of Architectural Services Proposal (to be provided under separate cover)**

Mr. Lisotta delayed this until Mr. Lucas joined the meeting. Once Mr. Lucas joined the meeting, the document which included Part 1 and Part 2 by Basham & Lucas was provided to the Board. Several items were discussed to include square footage, usage, and costs. Mr. Lisotta noted with the bonds, the Board needed to move forward with this project. This building would provide more needed space for the community. After discussion the Board decided to accept Part 1 & 2 of the proposal.

On MOTION by Mr. Lisotta, seconded by Mr. Usina, with all in favor, the Proposal from Basham & Lucas Part 1 & 2 for Architectural Services, was approved.

Further discussion included the make-up of the rooms, stand-alone structure, collapsible walls, and available storage. It was noted the modified Engineer’s Report is needed to accommodate the new construction and justify the bond usage and costs.

**SEVENTH ORDER OF BUSINESS**

**Consideration of Gym Equipment**

Mr. Lisotta noted this was on hold due to advisement by staff until completion of stand-alone structure is decided.

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**EIGHTH ORDER OF BUSINESS**

**Discussion on Torcido Upland Area Drainage Repair**

Mr. Lisotta noted this was on hold due to a request to have an on-site meeting with the Engineer.

**NINTH ORDER OF BUSINESS**

**Discussion of Phased-In Irrigation Controller**

Mr. Lisotta noted this was on hold as Duval Landscaping will be presenting options at the January meeting.

**TENTH ORDER OF BUSINESS**

**Staff Reports**

**A. Landscape Maintenance Team**

Duval updated the Board of the recent activities on landscaping. The Board discussed the timelines for the project. The Chairman was thanked for his support. Board discussion ensued on golf cart issue.

**B. District Counsel**

Ms. Kilinski noted there were no further updates. The Board had questions on the Master Agreement, and it was discussed as approving Part 1 & 2 of the ETM Agreement. Ms. Kilinski reviewed the request made of a resident to the water management district for the water management district to conduct a fire wise evaluation of the CDD which may allow modification to the conservation easement behind homes backing up to the easement. After staff, with the Chairman, investigated this option with the water management district, it was determined the CDD does not qualify for this. The Water Management District and CDD will send a letter to the HOA on this issue, along with a notice to residents that back up to the easement.

**C. District Engineer – Consideration of Work Authorization for Stormwater Needs Analysis Report**

Mr. Torres stated there was a request from the Engineer for a stormwater analysis needs report. He asked for a delay in Board approval.

**D. Field Manager – Memorandum**

There being none, the next item followed.

**E. District Manager**

There being none, the next item followed.

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**Amenity Facilities Manager – Monthly Report**

Ms. Gunia gave updates on the monthly report to include status on child watch, heaters, and tarps.

**ELEVENTH ORDER OF BUSINESS**

**Supervisor Requests/Public Comment**

**Resident Comments:**

- There were no resident concerns noted.

**Supervisor Comments:**

- Board concerns were noted on the budget and construction costs. District Counsel commented on the process of payment and bids on construction costs. Discussion ensued on how the Board would proceed with future proposals and cautioning Board on social media comments.

**TWELTH ORDER OF BUSINESS**

**Next Scheduled Meetings – Thursday, January 6, 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, January 6, 2022 at 4:00 p.m. at 625 Palencia Club Drive, St. Augustine, Florida 32095.

**THIRTEENTH ORDER OF BUSINESS**

**Adjournment**

On MOTION by Mr. Usina, seconded by Mr. Handler, with all in favor, the Board of Supervisors Meeting was adjourned.

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 Secretary/Assistant Secretary

DocuSigned by:  
  
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 Chairman/Vice Chairman