

**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, **July 7, 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
Jennifer Kilinski	KE Law Group
Erin Gunia <i>by phone</i>	Director of Amenities and Strategic Planning
Chris Hall	Field Operations Manager
Daniel Todd	Account Manager, Duval Landscape
Katie Hollis	

The following is a summary of the discussions and actions taken at the July 7, 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

Resident John Leather expressed his concern over residents having to pay fees for childcare with Child Watch when it only helped a small number of people within the community.

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THIRD ORDER OF BUSINESS

Approval of the Consent Agenda

A. Minutes of the June 2, 2022 Meeting

Mr. Lisotta presented the June 2, 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 for informational purposes only.

Mr. Lisotta asked for clarification on Section 3B, where he asked that counsel go over what specific items qualified as a legitimate expense.

Ms. Kilinski responded that there is usually broad language regarding those expenses, as usually seen in the Engineer’s report, adding that it was acceptable to do so as long as those improvements were recreationally based.

C. Check Register

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

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

The fourth order of business was taken later in the meeting.

FIFTH ORDER OF BUSINESS

Discussion on Comcast (Supervisor Lisotta)

Mr. Lisotta stated that Comcast had approached the District, asking for easement permissions once they come and provided services to the CDD. He added that they should create some type of clause to make sure that it was done correctly. He noted that it was just an initial conversation and that numbers had to be run first before anything became official.

SIXTH ORDER OF BUSINESS

Review of Resolution 2022-03 (Spending Authority and Limits) (Supervisor Cervelli)

Mr. Cervelli presented the resolution, noting that it was created because there’s no specific dollar limit to any project even though there is a budget within certain items, He added that there was \$10,000 allotted to the emergency fund but that the total amount was never spent.

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Mr. Lisotta responded he understood his concern but that amounts such as that were in place so that if an emergency happened, say there was a \$9,000 air conditioning system replacement, they would have the funds to cover it immediately instead of having to wait for authorization amongst several people.

SEVENTH ORDER OF BUSINESS

**Discussion on Smart Irrigation Controllers
(Supervisor Smith)**

Mr. Smith expressed his concern over the current irrigation controllers, noting that there had been many issues and failures with them. There had been instances of the systems bursting, as well as shrubs and trees dying. He suggested that they get a quote for Smart irrigation controllers to prevent these issues in the future, as it would be financially smart for the District. It was discussed amongst Board members that irrigation was supposed to be checked by Duval once a month, and that there were associates that had the task of making sure that that was completed. Mr. Smith responded that previous cases of usage of the smart irrigation control proved to result in less water usage and faster response time for emergency repairs.

EIGHTH ORDER OF BUSINESS

**Discussion on Security of Irrigation
Controllers (Supervisor Smith)**

Mr. Smith stated his concern about the lack of a lockbox, and that there was concern that the irrigation was somehow being manipulated. It was discussed amongst the Board members that there should be a code instead of a key, that way if Mr. Hall was out of town, it wouldn't be a problem to get a key. It was also discussed that Duval needed to receive some type of authorization to fix landscape issues within budget of that line item. Mr. Cervelli expressed his concern that if the issue were to be reoccurring, they would end up spending an absurd amount of money. Mr. Lisotta explained that the whole reason for the landscape line item in the budget was so that they had an allotted amount of money set aside for landscape improvements, and that it was not to go over.

NINTH ORDER OF BUSINESS

**Discussion of Dead Live Oaks (Supervisor
Handler and Chris Hall)**

Mr. Handler stated that there were dead oak trees along a roadway within the District, adding that it had been decided that five of the trees would be removed. Mr. Todd explained that when the trees were dug out, they were black and charred at the root. Mr. Lisotta noted that there

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were a couple of electrical boxes within the area and asked if those had been ruled out as a cause of the dead oak trees. Mr. Todd responded that he did not believe that it had been checked, while also adding the only other place that had any issues was the pond within that same area. He noted that based on his findings he believed that some type of chemical was introduced that reacted badly with those two areas.

Mr. Lisotta suggested that they wait for the chemicals to subside from the area before spending a large amount of money, and then if it were to continue, look for a more expensive solution. Mr. Usina noted that he found a significantly cheaper option to replace the oaks than the quote provided by Mr. Todd, adding that he had gone directly to a nursery to get the amount per oak. Mr. Todd responded that quotes could vary on the size of the tree as well. Mr. Usina asked that the quote provided be revised. The Board discussed having UF/IFAS being contacted to look at replanting the trees.

TENTH ORDER OF BUSINESS

Acceptance of the Fiscal Year 2021 Audit Report

Mr. Oliver presented the audit report, noting that because they were a unit of government, they were required to have a public audit firm conduct an independent audit each year. He added that it was a clean audit with no findings.

On MOTION by Mr. Lisotta, seconded by Mr. Smith, with all in favor, Accepting the Fiscal Year 2021 Audit Report, was approved.

ELEVENTH ORDER OF BUSINESS

Discussion on the Fiscal Year 2023 Budget

Mr. Oliver stated that he had made a mistake at the last meeting in wrongly stating that mulch installation was included in the contract with Duval. Mulch installation is listed in the contract as a separate charge. He noted that the \$300,000 budgeted for the landscape line item has been returned to its currently budgeted amount of \$346,000.

Mr. Usina noted that there was an increasing cost in mulch every year, but that there was a clause in the Duval contract in section B, where it stated that there was an \$5,000 annual enhancement credit that could be used to offset the cost of any additional enhancements that the District authorized. He asked if they could utilize that for landscaping. Mr. Todd stated he would check on the use of the credits.

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Mr. Oliver also added that the electric line item increased from \$69,000 to \$75,000, landscape improvements went from \$50,000 to \$80,000, and capital reserve fund was increased from \$110,000 to \$150,000. He noted that it brought the total assessment increase to approximately 4.9%.

FOURTH ORDER OF BUSINESS

Update Regarding Fitness Center Expansion Project

Mr. Handler noted that after the surveys were sent out to residents about the fitness center, 16% of them had comments and were dissatisfied with space and equipment. He pointed out item 4, where the Sweetwater Fitness Center Construction Project was, and he noted that the future cost was \$1,220,430 based on the estimate received from Invision for construction cost of the new building. He added that after the total and the estimate, they were left with \$80,611 with multiple other items taking away from that amount as well. He expressed his concern that they were spending all the bond money on this one project when there were numerous other parts of the community that would have no funds to pay for them. He added that he did not think they should move forward with the project.

Mr. Handler suggested that they do a remodel of the current building, taking the space from Ms. Gunia's office and from Child Watch, they could get the additional space for residents. He stated that they could use the Child Watch for additional space and equipment, and if they did so they would not have to spend any additional money. He added that if they used only \$300,000 to \$400,000 to remodel, they would be left with another \$700,000 to \$800,000 that they could spend towards other concerns for the rest of the community. The Board decided to continue with the RFP until the numbers came back.

Mr. Smith agreed that if the RFP came back at too high of a cost where there would be a danger of going over budget, it wouldn't be approved. The Board discussed that there were still multiple positive aspects that would come out of the project.

A. Ratification of Proposals for Surveying Services

Mr. Oliver noted that there were two proposals for ratification, one from ECS for Geotechnical testing and the other from Bartram Trail survey for preparing a survey.

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On MOTION by Mr. Lisotta, seconded by Mr. Smith, with all in favor, Resolutions regarding ECS Geotech work and Bartram Trail Survey Agreements, were ratified.

B. Discussion on Child Watch

Mr. Usina discussed that there were 267 children that used the program this month, but that the fate of it relied on what came back with the RFP.

Ms. Gunia stated there were 267 visits by 40 families and 71 children total.

TWELFTH ORDER OF BUSINESS Staff Reports

A. Landscape Report

Mr. Todd had nothing further to report other than that they would resolve the tree issue as quickly as possible.

B. District Counsel

District Counsel had nothing further to report.

C. District Engineer

1. Ratification of Requisition Nos. 41 and 42

Mr. Oliver stated that Requisition 41 was for engineering work that was going on with the current project, and 42 was for KE Law.

2. Consideration of Requisition Nos. 40 and 43

Mr. Oliver stated that these were for Basham & Lucas for the project.

On MOTION by Mr. Handler, seconded by Mr. Smith, with all in favor, Requisition Nos. 41, 42, were ratified.

On MOTION by Mr. Handler, seconded by Mr. Smith, with all in favor, Requisition Nos. 40 and 43, were approved.

D. Field Manager – Report

Updates were provided on the field manager’s report. A fence was to be installed along one of the easements, a smart irrigation controller was installed at the roundabout, and they had ordered the next one for October, and they found out that palm tree pruning was not included in

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the landscape contract, and therefore it would cost an additional \$6,500 to \$7,000. He updated the Board on the fountain as well, noting that it came down to them having to get a new fountain, but added that it was under warranty. He also noted that the basketball court resurfacing had been delayed due to the company being short-staffed. It was decided that a few more quotes would be collected so that the project could be completed.

E. District Manager

Mr. Oliver had nothing further to report.

F. Director of Amenities

Ms. Gunia asked if the Board had any questions on the report she had sent in, and they did not. Mr. Hall also added Ms. Gunia had also gone to pick out interiors that matched the current aesthetic and it was in the process of being completed.

THIRTEENTH ORDER OF BUSINESS

Supervisor Requests/Public Comment

Resident Comments:

- Resident commented on the JCP Policy, and suggested they have the roots tested from the dead trees and the dead plants around the pond because it could be a fungus. She also noted that there were trees that were on the side of the road that she was having issues with them not being maintained as well. Ms. Kilinski noted that she would have someone get back to her on those items.
- Another resident expressed his concern that his driveway was being flooded from drainage water from the sidewalk, and Mr. Smith noted they would look into it.
- Another resident asked about wanting to put in a work order for an issue that needed to be resolved, and she was told to email one of the supervisors to get it fixed.

Supervisor Comments:

Mr. Usina asked that Duval include a quality control inspection with a written report monthly, that would outline the anticipated work schedule for fertilization, pest control, irrigation run schedule, special projects, as well as an irrigation report outlining the findings of each evaluation.

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FOURTEENTH ORDER OF BUSINESS

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

FIFTEENTH ORDER OF BUSINESS

Adjournment

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

DocuSigned by:
Jim Oliver
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Secretary/Assistant Secretary

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Chairman/Vice Chairman