

**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, **August 4, 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
Marisa O'Connor	KE Law Group
Erin Gunia	Amenity Facilities Manager
Chris Hall	Field Operations Manager
Daniel Todd	Account Manager, Duval Landscape
Mike Lucas	Basham & Lucas Design Group

The following is a summary of the minutes and actions taken at the August 4, 2022 Sweetwater Creek Community Development District's Regular Board of Supervisors 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

A resident expressed concern regarding amenity center space and equipment.

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THIRD ORDER OF BUSINESS

Approval of the Consent Agenda

A. Minutes of the July 7, 2022 Meeting

Mr. Lisotta presented the July 7, 2022 meeting minutes and asked for any comments or corrections from the Board. The Board had a couple of corrections. On the 9th Order of Business, Mr. Usina made the comments, not Mr. Hall. On the 4th Order of Business, the correction was not 60%. In the discussion of child watch should be 267 visits by 40 families that is 1.8%.

B. Financial Statements

The financial statements were provided in the agenda and were for informational purposes.

C. Check Register

Mr. Lisotta presented the check register. The Board had a question on the check register in Section C on payments to Duval Landscaping for traffic circle revamp over \$3,000. It was explained that was Field Manager approved for irrigation and landscape maintenance improvements. Also, a payment for East Coast for \$5,270 was clarified it was for fitness center. Another question on a \$15,667 capital outlay was explained for a previous approval. Also two payments on invoicing assessments were clarified as specific to the bond influx.

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

FOURTH ORDER OF BUSINESS

Discussion of Policy Regarding Spending Authority & Limits

Mr. Lisotta asked if anyone wanted to make changes to emergencies clause. It was asked on the emergency authorization clause that they be consistent with the Amenity Manager, District Manager, and Field Operations Manager. Discussion ensued on changes regarding spending and authority. Mr. Kilinski recommended adding all of the management team and the emergency expenditures. The different amounts were discussed. After discussion the Board asked that District Counsel work with Mr. Cervelli to draft an updated document. No action was taken.

FIFTH ORDER OF BUSINESS

Public Hearing to Adopt the Fiscal Year 2023 Budget

Mr. Lisotta asked for a motion to open the public hearings.

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On MOTION by Mr. Handler, seconded by Mr. Smith, with all in favor, Opening the Public Hearing, was approved.

Mr. Lisotta asked for questions on the Fiscal Year 2023 budget. A question was voiced on the common areas. Mr. Lisotta explained the common areas line item. A resident asked about salaries for employees. Mr. Lisotta asked for a motion to close the hearing.

On MOTION by Mr. Handler, seconded by Mr. Usina, with all in favor, Closing the Public Hearing, was approved.

A. Consideration of Resolution 2022-11, Relating to Annual Appropriations and Adopting the Budget for Fiscal Year 2023

Mr. Lisotta asked if any Supervisors would like to make any modifications to the budget. A recommendation was made on internet cost of guard houses. He stated the internet could be received for \$70/month. It was clarified that there were no changes to the budget besides to look for a less expensive model.

On MOTION by Mr. Handler, seconded by Mr. Smith, with all in favor, Resolution 2022-11 Relating to Annual Appropriations and Adopting the Budget for Fiscal Year 2023, was approved.

B. Consideration of Resolution 2022-12, Imposing Special Assessments and Certifying an Assessment Roll for Fiscal Year 2023

Mr. Lisotta reviewed the resolution and asked for a motion for approval.

On MOTION by Mr. Handler, seconded by Mr. Smith, with all in favor, Resolution 2022-12, Imposing Special Assessments and Certifying an Assessment Roll for Fiscal Year 2023, was approved.

SIXTH ORDER OF BUSINESS

Update Regarding Fitness Center Expansion Project

Mr. Lucas presented updates regarding the fitness center expansion. He recommended specifics on irrigation and made comments on landscaping. Mr. Lisotta suggested moving the September meeting to the week of September 13th for bid review. The Board agreed the deadline for proposals should be due on September 6th and any received after that would not be valid.

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SEVENTH ORDER OF BUSINESS

Discussion on Child Watch

Mr. Lisotta noted there had been significant email correspondence on this issue. Ms. Gunia led the discussion and presented an overview of usage of the program. There was discussion of cancelling the services and alternatives available. It was noted by a Board member that there was evidence from the information presented by Ms. Guina that there is a significant group of children that were going to be in school age and that are not subject to child watch. The Board member stated the information showed there was a decline in the utilization numbers with only 2% of all residents in Sweetwater and Marshall Creek. Mr. Lisotta noted there was a division in the Board on the subject of how to proceed with the program. A Board member added it was a declining facility and other communities do not have this service. After lengthy discussion the Board decided to table the decision to a later meeting when the RFP comes back to the Board.

EIGHTH ORDER OF BUSINESS

Other Business

There being none, the next item followed.

NINTH ORDER OF BUSINESS

Staff Reports

A. Landscape Report

Mr. Handler directed a comment to Mr. Todd offering an apology due to discussion at the last meeting and accusations of impropriety directed at him without facts. He suggested for future discussion and issues with staff to have one on one meetings to obtain facts and a resolution. He asked that level of decorum be maintained by staff.

Mr. Todd reviewed the landscape report to include challenges with irrigation issues. There was some discussion on water runoff. It was noted there are proposals for this project. Lock boxes for the controllers, Duval contract, and a portal were discussed.

B. District Counsel

District Counsel had nothing further to report.

C. District Engineer – Consideration of Requisition Nos. 44-46

Mr. Oliver stated that these requisitions are tied to the construction project.

On MOTION by Mr. Smith, seconded by Mr. Lisotta, with all in favor, Requisition Nos. #44-46, were approved.

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D. Field Manager – Report

Updates were provided by Mr. Hall on the basketball resurfacing which should happen between August 5th and August 12th. It was noted this had been approved and a down payment had been made on October 12, 2021. The Board discussed if the work wasn't completed the CDD will ask for a refund and look to hire another vendor. He updated the Board on vandalism to the door, shed, flagpoles, and benches were corrected, and the oak replacement proposals for new ones. Other proposals were discussed for crepe myrtles and sketch for dry holes

E. District Manager – Consideration of Designating a Regular Meeting Schedule for Fiscal Year 2023

Mr. Oliver suggested the 1st Thursday of the month at 4:00p.m. at the same location.

On MOTION by Mr. Lisotta, seconded by Mr. Smith, with all in favor, The Designation of a Regular Meeting Schedule for the Fiscal Year 2023 for the 1st Thursday of the Month at 4:00 p.m. in the Same Location, was approved.

F. Director of Amenities

Ms. Gunia updated the Board on amenity issues.

TENTH ORDER OF BUSINESS

Supervisor Requests/Public Comment

Resident Comments:

Residents commented on public input, pickleball court, child watch concerns, and scheduling.

Supervisor Comments:

Mr. Smith discussed the narrative on the bid costs and the budget concerns with back up projects planned. Other concerns discussed were the pickleball requests and building projects.

Other Supervisor concerns were on the RFP, pricing, and contingencies.

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ELEVENTH ORDER OF BUSINESS

Next Scheduled Meeting – Thursday, September 13, 2022 at 4:00 p.m. at 625 Palencia Club Drive, St. Augustine, Florida 32095

Mr. Lisotta discussed the upcoming meeting schedule for September to discuss bids that will come in on the 6th. Mr. Lisotta stated that the next Board of Supervisors meeting is scheduled for Tuesday, September 13, 2022 at 4:00 p.m. at 625 Palencia Club Drive, St. Augustine, Florida 32095. The scoring of vendor bids was discussed. Ms. Kilinski reviewed the legal steps in the bid process. After discussion the Board decided the next meeting would be rescheduled for September 13, 2022.

TWELFTH ORDER OF BUSINESS

Adjournment

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

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Jim Oliver
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Secretary/Assistant Secretary

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Chairman/Vice Chairman