

**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, January 4, 2024** at 4:00 p.m. at 625 Palencia Club Drive, St. Augustine, Florida.

Present and constituting a quorum were:

Ron Cervelli	Chairman
John Smith	Vice Chairman
Rob Lisotta	Supervisor
Charles Usina	Supervisor
Stephen Handler	Supervisor

Also present were:

Howard McGaffney	District Manager, GMS
Jennifer Kilinski <i>by Zoom</i>	District Counsel, KVW
Scott Lockwood <i>by Zoom</i>	District Engineer, ETM
Erin Gunia	Director of Amenities, RMS
Jerry Lambert	Riverside Management Services
Mary Marchiano	Duval Landscape

The following is a summary of the discussions and actions taken at the January 4, 2024 Sweetwater Creek Community Development District's Regular Board of Supervisors meeting.

FIRST ORDER OF BUSINESS

Roll Call

Mr. McGaffney called the meeting to order at 4:00 p.m. Five Board members were physically present, constituting a quorum.

SECOND ORDER OF BUSINESS

Public Comment

Ms. Dollene Ewing commented that a group of kids from Glorietta have been playing off Ovalo since the park discussion started and stated if there are people choosing to use their children as a retaliation, that's really sad.

THIRD ORDER OF BUSINESS

District Engineer's Report

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Sweetwater Creek CDD

Mr. Lockwood stated that he will be inspecting the pickleball courts with Mr. Smith next week and suggested including Paul Hoffman.

Mr. Handler asked if there were any updates on transferring District documents from ETM to the new engineer.

Mr. Lockwood responded that ETM will put together a package for the District to download.

FOURTH ORDER OF BUSINESS

Consideration of Responses to Request for Qualifications for Engineering Services

- A. Alliant**
- B. Atwell**
- C. Dewberry**
- D. Nevin**
- E. Matthews DCCM**

Mr. McGaffney informed the Board that ETM’s last day as District Engineer will be February 5, 2024. A request for qualifications was noticed and five responses were received. Copies of the responses were included in the agenda package for the Board’s review. He noted District staff has worked with four out of the five respondents.

Mr. Cervelli’s scores for each respondent were presented as follows: Matthews DCCM, 95 total points; Atwell, 92 total points; Dewberry, 90 total points; Alliant, 85 total points; and Nevin, 70 total points. The Board made the motion below to adopt Mr. Cervelli’s rankings.

On MOTION by Mr. Usina, seconded by Mr. Smith, with all in favor, accepting Mr. Cervelli’s scores and ranking Matthews DCCM #1, Atwell #2, Dewberry #3, Alliant #4, and Nevin #5 was approved 5-0 with District staff authorized to negotiate a contract.

FIFTH ORDER OF BUSINESS

Staff Reports

- A. Landscape Team**
 - 1. Maintenance Report**

Ms. Marchiano provided an overview of the landscape maintenance report, a copy of which was included in the agenda package.

Mr. Smith requested a proposal for trimming the Crepe Myrtles.

2. Update on Intersection Landscape Bed Review / Revamp Project

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Mr. Lisotta stated that it is not going to be possible to standardize the landscaping plan for the intersection landscape beds due to some being shaded, some receiving more sun, some being irrigated and some being unirrigated. Ms. Marchiano has recommended shrinking some of the beds and pulling the ornamental grasses and flowers away from the sidewalk into the inside of the bed to protect them better. Flowers are also a challenge as the deer are eating them. A high number estimate to revamp all of the landscape beds would be around \$200,000, so he suggested doing the project in phases rather than at one time.

Mr. Cervelli stated that the Rio Del Norte HOA is in favor of shrinking the landscape beds and installing perennials instead of annuals.

Mr. McGaffney informed the Board that the FY24 budget includes a landscape improvement budget of \$50,000

B. District Counsel

Ms. Kilinski stated that she sent the Board an update by email on the small claims court case. She also noted her firm is working on an update to the amenity policies to present at the February meeting to include the pickleball courts. Lastly, she reminded the Board members they are required to complete four hours of ethics training by December 31, 2024 and that the Form 1 will need to be submitted electronically to the Commission on Ethics and not the Supervisor of Elections office.

Mr. Lisotta asked for a reminder of what the settlement would be on the small claims court case if the Board decided to accept the offer.

Ms. Kilinski responded that the last offer, which would need to be refreshed by the defendant, was \$6,000.

On MOTION by Mr. Lisotta, seconded by Mr. Smith, with all in favor, authorizing counsel to engage Sports Surfaces on the intent to settle and delegating settlement authority to the Chair was approved 5-0.

C. District Manager

There being nothing to report, the next item followed.

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D. Field Manager – Report

A copy of the operations report was included in the agenda package for the Board’s review. Mr. Lambert introduced Dan Wright with RMS, but noted he would still be the point person until he is confident Mr. Wright can take over the field operations position.

Mr. Cervelli asked what the status is of the janitor position.

Ms. Gunia responded that RMS is currently interviewing candidates.

Mr. Lisotta asked if the streetlight for North Loop and Ensenada was taken care of.

Mr. Lambert responded that he was told it could be installed in one to two months, but he will follow up.

F. Director of Amenities

A copy of the amenities report was sent to the Board for their review.

SIXTH ORDER OF BUSINESS

Approval of the Consent Agenda

A. Minutes of the November 27, 2023 Meeting

Copies of the minutes of the November 27, 2023 meeting were included in the agenda package for the Board’s review. Mr. McGaffney noted a correction was made to change out Onda Park for Ensenada Park under a discussion regarding the dog park.

B. Financial Statements

Copies of the financial statements were provided to the Board for their review.

C. Check Register

A copy of the check register was included in the agenda package for the Board’s review.

D. Ratification of Requisition Nos. 110-114

Copies of requisition numbers 110 through 114 were included in the agenda package for the Board’s review.

On MOTION by Mr. Lisotta, seconded by Mr. Handler, with all in favor, the consent agenda was approved 5-0.
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SEVENTH ORDER OF BUSINESS Business Items

A. Consideration of Proposals for Pickleball Path Lighting

Mr. Smith recommended installing motion detected lighting along the edge of the building as there is not enough lighting when the court lights are turned off. Proposals ranging from \$3,800 to \$15,160 were included in the agenda package for the Board’s review.

On MOTION by Mr. Smith, seconded by Mr. Handler, with all in favor, the \$3,800 proposal from Alfred Grover was approved 5-0.

B. Consideration of Proposals for Clubhouse Roof Repairs

Ms. Gunia informed the Board she was made aware of a leak in the roof of the clubhouse. Proposals ranging from \$13,844.07 to \$18,875.

On MOTION by Mr. Smith, seconded by Mr. Lisotta, with all in favor, the proposal from FCC totaling \$15,860 was approved 5-0.

The Board took a brief recess at this time, approximately 4:54 p.m. Upon reconvening, the following items were taken.

C. Consideration of Proposals for Dog Park Fencing and Water Stations at Ensenada Park

This item was tabled to allow staff more time to gather quotes.

D. Consideration of Estimates for Soccer Goals and Mulch at Onda Park

Quotes for aluminum soccer goals totaling \$4,650 and \$5,680 were included in the agenda package for the Board’s review. Ms. Gunia added that a third quote came in at \$3,900 including the nets. Mr. Lambert noted the mulch quote is to apply mulch under a shade structure rather than a concrete pad if desired.

On MOTION by Mr. Usina, seconded by Mr. Handler, with all in favor, an amount not to exceed \$4,650 to purchase soccer goals was approved 5-0.

There was no action taken on the mulch quote.

E. Consideration of Proposals for Shade Structures at Onda Park

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The Board reviewed quotes for shade structures totaling approximately \$25,000. Mr. Smith added that a covered pergola structure with a concrete pad could be installed for around \$50,000. Adding a playground would increase the cost to just under \$300,000. Mr. Usina suggested tabling the discussion further until the new engineer is on board and there is a site plan available. Mr. Usina and Ms. Gunia will work together on a recommendation to bring back to the Board at the next meeting. Ms. Kilinski added that the new engineering firm can be asked to provide a proposal for the Board’s consideration at the February meeting to create a site plan.

F. Consideration of Estimates for Playground Structures

This item was deferred.

EIGHTH ORDER OF BUSINESS Other Business

Mr. Cervelli and Mr. Smith informed the Board an issue of a resident being abusive to staff and/or board members. The Board directed Mr. McGaffney to send a warning letter to the resident.

Ms. Lisotta asked if the Board would consider moving the February meeting date. The Board agreed to move the meeting to February 6, 2024 in the fitness center.

NINTH ORDER OF BUSINESS Supervisor Requests / Public Comment

There being none, the next item followed.

**TENTH ORDER OF BUSINESS Next Scheduled Meeting – Thursday,
February 1, 2024 at 4:00 p.m. at 625 Palencia
Club Drive, St. Augustine, Florida 32095**

On MOTION by Mr. Usina, seconded by Mr. Smith, with all in favor, moving the next meeting to February 6, 2024 at 4:00 p.m. in the multi-purpose room of the fitness center was approved 5-0.

ELEVENTH ORDER OF BUSINESS Adjournment

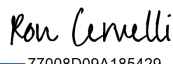
On MOTION by Mr. Cervelli, seconded by Mr. Smith, with all in favor, adjourning the meeting was approved 5-0.

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Sweetwater Creek CDD

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Secretary/Assistant Secretary

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Chairman/Vice Chairman