

**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, May 2, 2024** at 4:00 p.m. at the Fitness Center, 1865 N. Loop Parkway, St. Augustine, Florida.

Present and constituting a quorum were:

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

Also present were:

Jim Oliver	District Manager, GMS
Jennifer Kilinski <i>by Zoom</i>	District Counsel, KVW
Alex Acree <i>by Zoom</i>	District Engineer, Matthews DCCM
Erin Gunia <i>by Phone</i>	Director of Amenities, RMS
Dan Wright	Riverside Management Services
Mary Marchiano	Duval Landscape
Mary Grace Henley <i>by Zoom</i>	Kilinski Van Wyk

The following is a summary of the discussions and actions taken at the May 2, 2024 Sweetwater Creek Community Development District's Regular Board of Supervisors meeting.

FIRST ORDER OF BUSINESS

Roll Call

Mr. Oliver 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

Mr. Cervelli stated that he was the one that raised the question of why the District pays for instructors on the fitness center side, but does not pay for instructors elsewhere, such as tennis and pickleball and questioned what the rationale is and whether there should be a policy for consistency. He noted the intention was never to eliminate any classes.

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Sweetwater Creek CDD

A resident stated that he was present to speak in favor of moving forward with the proposal for drain installation as he has noticed periodic flooding that occurs even during light to moderate rainstorms.

A Marshall Creek resident stated that she acknowledges landscape maintenance staff members who pause their work as people walk by on the trails and asked that those who don't be encouraged to do so as it can be a potential safety issue.

Mr. Usina stated that in the minutes of the last meeting it states that Mr. Handler asked that the request for the CDD to pay for fitness instructors be added to the next agenda. He asked if there was a difference between what Mr. Cervelli's intention was with the subject and what Mr. Handler's was.

Mr. Handler responded that they were both related.

A resident asked what the plan is for the slide.

Mr. Lisotta responded that the slide is Marshall Creek's responsibility, so she'd have to reach out to them.

THIRD ORDER OF BUSINESS

Approval of the Consent Agenda

A. Minutes of the April 4, 2024 Board of Supervisors Meeting

A copy of the minutes of the April 4, 2024 meeting were included in the agenda package for the Board's review.

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 No. 130

Copies of requisition numbers 126 through 129 were included in the agenda package for the Board's review.

On MOTION by Mr. Lisotta, seconded by Mr. Usina, with all in favor, the consent agenda was approved 5-0.

May 2, 2024

Sweetwater Creek CDD

FOURTH ORDER OF BUSINESS

Staff Reports

A. Landscape Team – Maintenance Report

Ms. Marchiano provided an overview of the landscape maintenance report, a copy of which was included in the agenda package. She informed the Board that there are irrigation issues on one of the islands off Ovalo and from Glorietta down to Oleta and they're in the process of trying to locate valve boxes.

Mr. Lisotta asked that irrigation be increased during the dry periods between rainstorms.

Mr. Usina asked if the wax lilies between the guard shack and the old gates can be thinned out.

Mr. Handler stated that it's imperative that the irrigation managers be at the meeting to address the issues and provide more information to the Board.

Mr. Cervelli asked that Michael Wooldridge also be present for the next meeting.

The Board discussed the pine straw installation and the need to finish installing pine straw throughout the community.

Mr. Usina suggested using RMS to seek quotes for pine straw rather than going through Duval Landscape. He asked that Mr. Wright look at what areas have not yet been done and obtain quotes for those areas.

The following items were taken out of order of the agenda.

FIFTH ORDER OF BUSINESS

Business Items

B. Discussion of Compensation of Fitness Instructors

Mr. Lisotta stated that he's not sure a policy is necessary for funding fitness instructors is necessary as he thinks that line item is up to the amenity director to manage.

Mr. Usina stated that he is not in favor of taking away amenities and people have moved into the community with the perception that classes are included in the CDD fees so it should be left alone.

Mr. Smith concurred that the classes need to be managed by the amenity director.

FOURTH ORDER OF BUSINESS

Staff Reports (Continued)

May 2, 2024

Sweetwater Creek CDD

B. District Engineer

Mr. Acree reported that the site plan for Onda Park is in the process of being finalized and he is working on finalizing the proposal that will include surveying, designing, permitting, landscape and irrigation to present to the Board.

Mr. Smith added that he estimates construction of the improvements will begin in 12 to 14 weeks.

FIFTH ORDER OF BUSINESS

Business Items

E. Update Regarding Drainage Inspection; Consideration of Proposals for Drain Installation

Mr. Acree reported that the pipes at Rincon Drive were vacuumed out. He does not believe a permit is needed to install an additional drain in that area.

Two proposals were included in the agenda package for installation of a drain, one totaling \$12,500, the other totaling \$19,885.35.

Mr. Lisotta stated that he has seen no evidence of how far up the water pushes and how long it stays there. He added that his yard also gets soggy during torrential rains and installing drains may be a bad precedent to set that could lead to increase in assessments. He questioned if the District can hold the developer responsible for not adding the drain per the plans. He also asked the affected residents to send him pictures of the area after a rainstorm.

Mr. Cervelli asked to table this item.

Ms. Kilinski stated that she will report back to the Board at the next meeting following a discussion with Mr. Acree and communication with Lennar.

FOURTH ORDER OF BUSINESS

Staff Reports (Continued)

C. District Counsel

Ms. Kilinski reminded the Board their Form 1s will be due to the Commission on Ethics in the next 45 days and the ethics training needs to be completed by December 31st. There were no substantive updates on the Marshall Creek / FEMA matter. She reported that a letter was sent to the Palencia POA regarding the Comcast communications discussed at the last meeting. Lastly, she reported that an encroachment letter was sent to a resident to remind them of the property lines and easements.

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Sweetwater Creek CDD

D. District Manager

Mr. Oliver reminded the Board that three of the Board of Supervisors seats will be filled through the general election process this year and noted the qualifying period is from noon on June 10th through noon on June 14th.

E. Field Manager – Report

A copy of the operations report was included in the agenda package for the Board’s review.

Mr. Wright informed the Board that there are 25 crosswalks that are faded that need to be repainted. He presented two quotes totaling \$1,200 and \$2,000.

Mr. Usina asked how the street closures would work.

Mr. Wright responded that he is waiting to hear back from the vendors about that.

Mr. Handler asked if they would paint at night or during the daytime.

Mr. Wright responded that he would ask the vendor.

On MOTION by Mr. Lisotta, seconded by Mr. Handler, with all in favor, painting the crosswalks at an amount not to exceed \$2,000 was approved 5-0.
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F. Director of Amenities – Report

A copy of the amenities report was included in the agenda package for the Board’s review.

Ms. Gunia informed the Board that she has requested estimates to replace damaged portions of the wood fence, and to replace all of the fencing with either similar wood fencing, or vinyl fencing. She also recommended considering a gravel bike parking area at the fitness center, and eventually a golf cart parking area as the parking lot is getting full.

Mr. Cervelli asked what should be done about the golfers parking at the fitness center.

Mr. Usina recommended conferring with the golf course as they have a policy that vehicles must be left at the clubhouse to get a golf cart.

Ms. Gunia stated that she would contact Jillian.

The Board took a brief recess at this time. The following items were taken upon reconvening.

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FIFTH ORDER OF BUSINESS

Business Items (Continued)

A. Discussion of Cost Share Matters

This item was tabled as more information is needed.

C. Discussion of Fiscal Year 2025 Budget Process

Mr. Oliver stated that the budget will be approved at the June meeting, and adoption of the budget will be scheduled for August. He noted the August meeting will need to be pushed later in the month to allow for the required 60-days between approval and adoption of the budget.

D. Update on Onda Park Project

Mr. Smith stated that construction of the park improvements is estimated to begin in 12 to 14 weeks.

Mr. Usina asked about the possibility of allowing for water and/or electricity at the beginning of the walkway.

Mr. Smith responded that there is a fire hydrant near the parking area that can be tapped into for water, however it could cost around \$7,000 to \$10,000 to run electric lines from the irrigation box at the corner of Onda Park.

Mr. Usina stated that he'd like to see the spots shifted down and make one a drive through.

SIXTH ORDER OF BUSINESS

Other Business

Mr. Lisotta stated that he spoke to a Marshall Creek supervisor regarding the FEMA matter. The documents were completed by a professional and a representative from the State indicated they had never seen a rejection for this cause before, so at this time they do not feel that it is worth pursuing reimbursement for any perceived mistakes made in the FEMA filing. He recommended a joint workshop on a periodic basis with the two boards to discuss matters that would benefit the community at large, with the first workshop to be held at the end of July.

SEVENTH ORDER OF BUSINESS

Supervisor Requests / Public Comment

There being none, the next item followed.

EIGHTH ORDER OF BUSINESS

Next Scheduled Meeting – Thursday, June 6, 2024 at 4:00 p.m. at the Fitness Center, 1865

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Sweetwater Creek CDD

**N. Loop Parkway, St. Augustine, Florida
32095**

NINTH ORDER OF BUSINESS

Adjournment

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

DocuSigned by:
Jim Oliver
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Secretary/Assistant Secretary

DocuSigned by:
Ron Cervelli
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Chairman/Vice Chairman