

**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 18, 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
Stephen Handler	Supervisor
Rob Lisotta	Supervisor
Charles Usina <i>by phone</i>	Supervisor

Also present were:

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

*The following is a summary of the discussions and actions taken at the July 18, 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. Four Board members were physically present, constituting a quorum.

**SECOND ORDER OF BUSINESS**

**Public Comment**

Kristen Cohen stated that the dog waste container halfway between Glorietta and Las Calinas is not being emptied and there are no bags.

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Mr. Wright stated that it's been reported people have been stealing the bags, so it has been an issue, but it will be addressed.

Mr. Lisotta asked Ms. Gunia to address the issue in an e-blast to the community.

A resident stated that on Pantano Vista the culverts were covered up by landscape debris. She also commented on there being a lot of trash in the area.

A resident asked if there has been work done on the corner of San Telmo and Las Callinas as all of the bushes near the mailboxes have been decimated.

Ms. Marchiano stated that the palms have been treated several times, however they all the sudden have sooty mold and some have died.

Mr. Bullock stated that he and Ms. Marchiano will inspect the area after the meeting.

A resident stated that there appears to be an invasive Kudzu vine all over the pine trees on Pantano Vista.

Mr. Lisotta responded that historically the District has not addressed Kudzu due the amount of money it would take to eradicate it.

The residents challenged the Board to find other avenues to address the Kudzu.

**THIRD ORDER OF BUSINESS**

**Approval of the Consent Agenda**

**A. Minutes of the June 6, 2024 Board of Supervisors Meeting**

A copy of the minutes of the June 6, 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 Nos. 132-134**

A copy of requisition numbers 132 through 134 were included in the agenda package for the Board's review.

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On MOTION by Mr. Lisotta, seconded by Mr. Handler, with all in favor, the consent agenda was approved 4-0.

Mr. Usina stated that in the minutes of the last meeting Mr. Wright commented on a drain off Las Calinas that needs to be extended. He asked if that has since been done.

Mr. Wright responded that Duval has been approved to complete that project, which should be done within the next few weeks.

The following item was taken out of order of the agenda.

**FIFTH ORDER OF BUSINESS**

**Business Items**

**E. Discussion of Cost Share Matters**

Mr. Oliver noted that the invoice from Marshall Creek included in the agenda package under the true-up invoice item has been updated since the distribution of the agenda.

Mr. Mossing stated that the District has a cost share agreement with Marshall Creek CDD for recreational facilities and security. Marshall Creek prepares an invoice for items with shared costs and submits it to the District. Based upon assessable units, Marshall Creek is responsible for 66% of the total shared costs and Sweetwater Creek is responsible for 33%. For fiscal year 2024, Sweetwater Creek’s portion is \$20,000. The other component is a true-up for the prior fiscal year and the same formula is applied based on actuals. Actuals are still being determined as the audits are not yet finalized, however the preliminary number owed for Sweetwater Creek for fiscal year 2023 is \$74,000. GMS has requested the trial balance sheet for their revenues and expenditures along with some minor formatting updates.

Mr. Cervelli asked Mr. Mossing to hold off on paying the invoice until he meets with Marshall Creek.

Mr. Usina asked GMS to do a general review of the last three years to confirm which categories have been submitted for cost share and asked that the two district managers get together to discuss the items the Boards will agree to cost share.

**FOURTH ORDER OF BUSINESS**

**Staff Reports**

**A. Landscape Team – Maintenance Report**

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

Mr. Lisotta asked Mr. Bullock what kind of commitment he can give to addressing the shortfalls, particularly the shortfall in the pine straw that remains unfinished.

Mr. Bullock stated that Duval will install the remaining pine straw at no cost.

Mr. Usina asked that the irrigation reports include notes on if any broken lines have been repaired, or a note on when it's expected to be repaired. He also stated that the flower beds at the roundabouts have gone downhill and he'd like to see them replaced with sod.

Mr. Lisotta stated that the roundabout is part of his landscape improvement project, and he would handle it.

Mr. Smith stated that the District is owed a third planting of flowers in all of the beds down Las Calinas. He also listed some areas of dead grass that need to be addressed.

Mr. Smith motioned to review the landscape plan for Phase 2. The motion died for lack of a second.
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Mr. Cervelli requested a workshop be scheduled to clear up any confusion regarding landscaping matters.

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

**B. District Engineer**

**1. Update on Onda Park Project**

Mr. Smith informed the Board the final engineering drawings for Onda Park have been completed and the plans are approved to be sent to contractors for the purpose of obtaining bids for the construction of the park.

Mr. Lisotta asked if the resident's comments regarding the parking lot have been contemplated.

Mr. Smith responded that the parking lot has been reduced to five spots to make it narrower, and the sidewalk has been moved so it's not against anyone's home.

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## **2. Discussion of St. Johns County Utilities Force Main Project**

Mr. Acree informed the board that St. Johns County is increasing the size of the force main and extending the pump station on Las Calinas Boulevard from Glorietta to Pantano Vista. Three crosswalks, road striping, and signage will be installed during the construction.

There were no objections to the installation of the crosswalks, striping, and signage.

Mr. Cervelli stated that the county is asking what kind of grass the District prefers, and if they can use seed to replace the grass, or if sod is preferred.

The Board stated that St. Augustine sod is required.

Mr. Cervelli stated that the county is also asking to store piping material around the lift station during construction.

Mr. Smith recommended storing the piping on the left side as there is an AT&T fiber box on the right side.

### **C. District Counsel**

Ms. Kilinski reminded the Board members that the ethics training is due by December.

Mr. Usina asked if there's anything that needs to be done legally regarding the request from the county to store piping on the District's property, or if the District needs to request they install a barrier around the piping to prevent kids from playing on it.

Ms. Kilinski responded that she would expect the county to request a license or easement agreement for the project.

### **D. District Manager**

There being nothing to report, the next item followed.

### **E. Field Manager - Report**

A copy of the operations report was included in the agenda package for the Board's review. During his report, Mr. Wright informed the Board that the three of the four drains on Rincon were located.

Mr. Smith stated that the District needs to investigate getting the silt drains replaced on the four drains and getting the drains vacuumed out.

### **F. Director of Amenities**

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**1. Report**

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

**2. Estimates for Refinishing Hardwood Floors**

This item was tabled.

**3. Estimates for Bocce Ball Pavers and Landscaping**

This item was tabled.

**4. Estimates for Fencing**

This item was tabled.

**FIFTH ORDER OF BUSINESS**

**Business Items**

**A. Ratification of Engagement Letter with McDirmit Davis for the Fiscal Year 2023 Audit**

On MOTION by Mr. Lisotta, seconded by Mr. Smith, with all in favor, the engagement letter with McDirmit Davis was ratified 5-0.

**B. Acceptance of the Fiscal Year 2023 Audit Report**

Mr. Oliver informed the Board this is a clean audit report with no deficiencies in internal controls to report.

On MOTION by Mr. Smith, seconded by Mr. Lisotta, with all in favor, the audit report for Fiscal Year 2023 was accepted 5-0.

**C. Consideration of Marshall Creek True-Up Invoice**

This item was taken earlier in the meeting.

**D. Discussion of Cost Share Matters**

This item was taken earlier in the meeting.

**E. Discussion of Upcoming Joint Workshop**

Mr. Lisotta reminded the Board there is a joint workshop with Marshall Creek scheduled for July 30<sup>th</sup> with the goal being for both boards to agree on things to work together on moving forward.

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**F. Update Regarding the Fiscal Year 2025 Budget**

Mr. Oliver reported that the notices for the public hearing on the proposed 7.7% increase to the fiscal year 2025 assessments have gone out.

**G. Discussion of Resident Input on Onda Park Parking**

This item was tabled.

A resident asked if they could review the new plans for the parking lot.

Mr. Smith stated that he would get the plans to them.

**H. Discussion of Responsibilities for Sidewalks and Areas Between Sidewalks**

This item was tabled.

**SIXTH ORDER OF BUSINESS**

**Other Business**

There being none, the next item followed.

**SEVENTH ORDER OF BUSINESS**

**Supervisor Requests / Public Comment**

Mr. Usina questioned how much is being paid to Comcast for phone and internet services for the guard shack.

Mr. Cervelli stated that Mr. Smith is working on that.

**EIGHTH ORDER OF BUSINESS**

**Next Scheduled Meeting – Thursday, August 8, 2024 at 4:00 p.m. at the Fitness Center, 1865 N. Loop Parkway, St. Augustine, Florida 32095**

**NINTH ORDER OF BUSINESS**

**Adjournment**

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

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*Jim Oliver*  
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Secretary/Assistant Secretary

Signed by:  
*Ron Cervelli*  
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Chairman/Vice Chairman