

**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, February 6, 2025** 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
Dan Colin	Supervisor

Also present were:

Jim Oliver	District Manager, GMS
Roy Van Wyk <i>by Zoom</i>	District Counsel, KVV
Mary Grace Henley <i>by Zoom</i>	District Counsel, KVV
Christina Evans <i>by Zoom</i>	District Engineer, Matthews DCCM
Erin Gunia	Director of Amenities, RMS
Dan Wright	Operations Manager, RMS
Alison Mossing	Vice President, RMS
Darrin Mossing	President, GMS
Michael Woolridge	Duval Landscape

*The following is a summary of the discussions and actions taken at the February 6, 2025 Sweetwater Creek Community Development District's Regular Board of Supervisors meeting.*

**FIRST ORDER OF BUSINESS**

**Roll Call**

Mr. Cervelli 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**

Bruce Branberg thanked the Board for the bench on Rio Del Norte Road.

**THIRD ORDER OF BUSINESS**

**Approval of the Consent Agenda**

**A. Minutes of the January 9, 2025 Meeting**

February 6, 2025

Sweetwater Creek CDD

Copies of the minutes 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.

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

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

**FIFTH ORDER OF BUSINESS**

**Consideration of Amendment to Agreement  
with Riverside Management Services for  
Amenity and Field Management Services**

Mr. Cervelli stated that the amendment to the contract with RMS shows the janitorial hours at 30 hours per week, and four hours per week of maintenance. He questioned what the employee is doing for the other six hours if he's working 40 hours per week.

Mr. Mossing responded that if he's clocking in 40 hours per week, RMS is paying him for those 40 hours but only charging the District for the 34 fixed hours.

Mr. Cervelli expressed concern that the District has had issues getting quality janitorial work, and that may be due to the employee not getting paid enough. Additionally, he commented that if the hourly pay rate goes down, the District should see the savings.

Mr. Mossing stated that the janitorial position is a high turnover position so RMS would have to come back to the Board every time the rate changes by a dollar per hour. The costs for recruiting, training, insurance, and worker's compensation are all built into that cost.

Ms. Mossing added that in addition to crediting for lapsed coverage for janitorial, RMS is willing to credit back half of the janitorial fee for January as they are aware they had some staffing issues. They are also willing to send a crew to deep clean the fitness center before the fitness equipment comes in at no cost to the District.

February 6, 2025

Sweetwater Creek CDD

Mr. Cervelli asked why the District is paying \$40 an hour for the maintenance hourly rate, if the same employee that is performing the janitorial duties at \$28 per hour is performing the maintenance duties.

Ms. Mossing stated that trash pickup and changing the dog waste stations throughout the community are considered maintenance instead of janitorial.

Mr. Cervelli asked if anyone has checked the scope of work that the janitorial/maintenance employee does, or if Duval does some of the work, such as blowing off the pickleball courts and miniature golf course.

Mr. Wright stated that the scope is accurate, and the employee does go to those locations each day that he is onsite.

Mr. Lisotta asked how the employee got assigned to do maintenance tasks, as the priority was addressing the cleanliness of the facility.

Ms. Mossing responded that the employee was hired mainly for performing the janitorial duties 30 hours each week, he is just being utilized for the maintenance tasks as well.

Mr. Lisotta stated that the blending of duties and switching of hats don't match the billing and having the same person perform both janitorial and maintenance duties is not something he desires.

Mr. Mossing stated that RMS generally tries to hire full-time employees and offer them benefits as they're more stable and reliable.

Mr. Lisotta suggested paying the employee a wage that fits an associate field manager position if someone needs to cover all those tasks.

Dr. Handler and Mr. Smith questioned the need for charging the District for mileage. Mr. Smith also questioned why Ms. Gunia does not supervise the janitorial/maintenance employee.

Mr. Colin stated that the mileage statute RMS refers to only refers to the Florida Department of Transportation and their contractors and consultants, so he does not see how the District fits into that.

Mr. Cervelli recommended looking into how the District's services should be structured and whether the District should look at hiring its own employees rather than using management companies.

Mr. Lisotta asked RMS to hold onto the proposed changes to the contract while the Board works out some of the fixes that may need to be made. He also asked that someone from the Board

February 6, 2025

Sweetwater Creek CDD

work with RMS to sort out what can be sorted while someone is simultaneously looking into a PEO option.

On MOTION by Mr. Cervelli, seconded by Mr. Lisotta, with all in favor, authorizing Supervisor Colin to work with RMS on clarifying the hours and mileage was approved 5-0.

On MOTION by Mr. Smith, seconded by Mr. Colin, with all in favor, authorizing Supervisor Cervelli to work with staff on finalizing a request for proposals and/or obtaining bids from PEO firms was approved 5-0.

#### **FOURTH ORDER OF BUSINESS**

#### **Staff Reports**

##### **A. Landscape Team – Maintenance Report**

Mr. Woolridge provided an overview of the items that have been completed and that are still in progress.

Mr. Lisotta stated that staff has brought him some landscaping items to be approved that do not fit into the project he's working on. He asked if the Board wants to continue with Mr. Cervelli approving miscellaneous landscape quotes, or if he should be assigned to all landscape matters.

The Board agreed to have Mr. Lisotta be the liaison for all landscaping matters.

On MOTION by Mr. Smith, seconded by Mr. Cervelli, with all in favor, authorizing Supervisor Lisotta to be the liaison to work with staff on all landscaping matters was approved 5-0.

##### **B. District Engineer**

##### **1. Update Regarding Land Use of Parcel Conveyed to CDD**

There was no discussion on this item.

##### **2. Ratification of Proposal to Adjust the PUD.**

Ms. Evans stated that the purpose of the proposal is to sub-divide the Onda Park parcel into as many residential lots as possible and to walk the CDD through the major modification process with the county. The total fee for this proposal is \$11,000, plus direct reimbursable expenses. This

February 6, 2025

Sweetwater Creek CDD

fee only includes the estimated costs of engineering services in connection with the major modification process and does not include legal or other fees that may be incurred.

On MOTION by Mr. Smith, seconded by Dr. Handler, with four in favor and Mr. Lisotta opposed, proceeding with the major modification project at an amount not to exceed \$30,000 with the funds to come from the construction account was approved 4-1.

### **3. Acceptance of the 2024 Public Facilities Report**

No action was taken on this item.

#### **C. District Counsel**

Ms. Henley stated that her firm was asked to look into pricing and logistics for converting the taxable bonds to non-taxable bonds on the roadways, which would enable the District to utilize a hard gate. In speaking with MBS Capital Markets, they have indicated they would need to do a fair amount of due diligence and bond counsel would need to be involved. She asked if the Board was interested in spending that time and effort on the matter.

Mr. Colin stated that he had a conversation with Ms. Kilinski prior to the meeting and she stated she could have a conversation with bond counsel to get more information and would provide an update at the March meeting. The District would only be charged for counsel's time during the discussions.

There were no objections to continuing to get more information.

#### **D. District Manager**

##### **1. Financial Update – Report from S&P Global Ratings**

Mr. Oliver reported that the S&P Global Rating for the District has been upgraded from an A+ to an AA-. This rating may mean a better interest rate if the District decides to issue any bonds in the future.

##### **2. Review of Preliminary Cost Share True-Up Invoice**

Mr. Oliver informed the Board that the preliminary true-up invoice is under review by Marshall Creek.

February 6, 2025

Sweetwater Creek CDD

Next, Mr. Oliver provided a brief overview of the District's financial status and reported that he's continuing to work on the capital reserve study.

**E. Field Manager – Report**

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

Mr. Wright informed the Board that he's working with the District's insurance company on a car accident that occurred in the District.

**F. Director of Amenities – Report**

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

Ms. Gunia stated that she would discuss an estimate from Duval Landscape for the pedestal pots at Privado Park with Mr. Lisotta.

**SIXTH ORDER OF BUSINESS**

**Update Regarding Capital Project Plan**

Mr. Oliver covered this item under the District Manager's staff report.

**SEVENTH ORDER OF BUSINESS**

**Other Business**

Mr. Lisotta stated that he cannot attend the March 6<sup>th</sup> meeting and asked if there is any consideration to moving it.

The Board agreed to move the meeting to March 11, 2025 at 4:00 p.m.

**EIGHTH ORDER OF BUSINESS**

**Supervisor Requests / Public Comment**

An attendee stated that some of the sod from the circle at Las Calinas and Ensenada towards Rio Del Norte needs to be replaced.

Mr. Lisotta stated that sod projects are on hold until it is no longer dormant, but that strip has been on the radar.

**NINTH ORDER OF BUSINESS**

**Next Scheduled Meeting – Tuesday, March 11, 2025 at 4:00 p.m. at the Fitness Center, 1865 N. Loop Parkway, St. Augustine, Florida 32095**

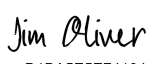
**TENTH ORDER OF BUSINESS**

**Adjournment**

February 6, 2025

Sweetwater Creek CDD

The meeting was adjourned at approximately 5:40 p.m.

DocuSigned by:  
  
D1BA5E5E7410418...  
Secretary/Assistant Secretary

Signed by:  
  
77008D09A185429...  
Chairman/Vice Chairman