

MINUTES OF MEETING  
SIX MILE CREEK COMMUNITY DEVELOPMENT DISTRICT

The regular meeting of the Board of Supervisors of the Six Mile Creek Community Development District was held on Tuesday, August 30, 2016 at 2:00 p.m. at the Offices of Governmental Management Services, 475 West Town Place, Suite 114, St. Augustine, Florida 32092.

Present and constituting a quorum were:

Chris Kuhn	Chairman
Grady Miars	Vice Chairman (by telephone)
Chris O'Bannon	Supervisor
Rose Bock	Supervisor
Mike Veazey	Supervisor

Also present were:

Jim Oliver	District Manager
Wes Haber	District Counsel (by phone)
Scott Wild	District Engineer
Gregg Kern	GreenPointe

**FIRST ORDER OF BUSINESS**

**Call to Order**

Mr. Oliver called the meeting to order at 2:00 p.m.

**SECOND ORDER OF BUSINESS**

**Audience Comments**

There were no audience members in attendance.

**THIRD ORDER OF BUSINESS**

**Approval of Minutes of the June 29, 2016  
Continued Meeting and the July 20, 2016  
Meeting**

Mr. Oliver stated included in your agenda package is a copy of the minutes of the June 29, 2016 continued meeting and the July 20, 2016 meeting. Supervisor Bock has provided some corrections to those minutes, which we put in the final version. Are there any additions, corrections or deletions?

On MOTION by Mr. Kuhn seconded by Mr. O'Bannon with all in favor the Minutes of the June 29, 2016 Continued Meeting and the July 20, 2016 Meeting were approved as amended.

**FOURTH ORDER OF BUSINESS**                      **Discussion of Fiscal Year 2017 Budget**

Mr. Oliver stated we will have our budget hearing on September 13<sup>th</sup>. We will continue to work behind the scenes with the Chairman and his folks to refine the budget and refine the assessment levels.

**FIFTH ORDER OF BUSINESS**                      **Consideration of Construction Matters**

Mr. Kuhn stated included in your agenda package are spreadsheets, which are landscape and irrigation bids related to the 4A and 4B scopes of work being performed by Petticoat Schmidt and Florida Roads. Prosser, who is the landscape architect on record for the projects, created two bid areas. One area was for 4A and 4B, which is the Petticoat Schmidt area and one was for 4C and 4D, which is the Florida Roads area. This is the landscape and irrigation for the common areas in those project areas. It also includes the required hardscape that are in the permitted sub plans and will have to be installed. There were four bids received for both areas. There was a low number by Costa Verde. They were considerably lower than the other three bidders. Upon review of their quote by Prosser and based on their experience and the values they provided, they are not comfortable recommending moving forward with that particular bidder for this scope of work. They think between performance and price that the work doesn't actually get accomplished for those amounts. Sunstate and Suggs are both very close in price for bid areas two and three. What Prosser has done to this bid tab is they have compared them side by side. You will see below the blue line is bond estimate and electrical service. In Sunstate's case, they did not include the bond estimate. In Suggs case, they did not include the electrical service. Prosser has shared the values for those two, so they are apples to apples comparison. Sunstate's bid is \$301,248.90 and Suggs is \$307,712.23. For bid area two, I would recommend that we proceed to negotiate with Sunstate.

On MOTION by Mr. Kuhn seconded by Mr. Veazey with all in favor the Proposal from Sunstate for Bid Area 2 was approved.

Mr. Kuhn stated when you look at bid area 3, it is the same scenario relative to Costa Verde and Sunstate and Suggs. In looking at the bids again and in looking at the geography and

the common areas to be landscaped and also having an understanding of where the contractors are relative to schedule and knowing there is going to be some urgency to get this work in the ground, once the site contractors are complete and the work is accepted by the County, my recommendation would be to move forward with Suggs, even though it is a couple thousand dollars more. Both areas are on different schedules, as it relates to the general contractor that is out there. I think it is in the District's best interest to not burden the one contractor to deal with the multiple contractors and multiple contract schedules.

On MOTION by Mr. Kuhn seconded by Mr. O'Bannon with all in favor the Proposal from Suggs for Bid Area 3 was approved.

**SIXTH ORDER OF BUSINESS**                      **Matters Related to Amenity Center Opening**

**A. Amenity Center Policies and Rates**

Mr. Kuhn stated we do not have a grand opening date yet but the contractor's completion date is late September. Shortly thereafter, we will need to get vendors into that building to start regular and routine maintenance of it.

Mr. Oliver stated included in your agenda package is a copy of some draft policies.

Mr. Haber stated at your last meeting or the meeting before that, you scheduled a public hearing on your rates. We are not going to get those in place until your September 13<sup>th</sup> meeting. We will open the public hearing and then you will be able to consider the rates you want to use for an annual user pass for the amenity center. Included in your agenda package is a draft form of policies that were taken from other Districts that have similar amenities. You can approve it today. It is a document that does not require a public hearing.

Mr. Kuhn stated under the fishing policy on page 14, there is a error in the reference to the CDD name.

On MOTION by Mr. Kuhn seconded by Mr. O'Bannon with all in favor the Amenity Center Policies were approved as amended.

**B. Staffing/Services Related to Operations and Maintenance of Facilities**

Mr. Oliver stated this is an ongoing process. We have reached out to get lake maintenance proposals.

**SEVENTH ORDER OF BUSINESS**

**Consideration of Resolution 2016-16,  
Approving RFP for Certain Roadway and  
Related Improvements**

Mr. Kuhn stated this is kicking off the RFP process for the roadway Dolcetti. It is the road that wraps the south side of the amenity center but today it stops short from its final connection at Trail Mark Drive. This roadway is already engineered and permitted. It is an RFP process that would result in formal bidding and pricing for that roadway improvement.

Mr. Haber stated this is a resolution that approves the exhibits, which are a copy of the notice, as well as a copy of the evaluation criteria. It gives the authority to the Chair and staff to finalize all of the other necessary documents to get an RFP on the street.

On MOTION by Mr. Kuhn seconded by Mr. O'Bannon with all in favor Resolution 2016-06 Approving RFP for Certain Roadway and Related Improvements was approved.

**EIGHTH ORDER OF BUSINESS**

**Consideration of Draft Lease with the  
Developer for a Portion of the Amenity  
Facility**

Mr. Haber stated the Developer has asked to have access to a portion of the amenity facility to use for an office and welcoming space. It is something that we have done at other Districts. The documents in your agenda package is a form of the lease. It doesn't yet identify the specific portion of the amenity center to be identified. In order to identify the rate rental for the particular space, the document needs to be shared with the Developer to make sure they are okay with it. If the board is comfortable then we would be looking for a motion to approve the document in substantial form and give your Chair the authority to negotiate those outstanding terms.

On MOTION by Mr. Veazey seconded by Ms. Bock with all in favor the Draft Lease with the Developer for a Portion of the Amenity Facility was approved.

**NINTH ORDER OF BUSINESS**

**Other Business**

There being none, the next item followed.

**TENTH ORDER OF BUSINESS**

**Staff Reports**

**A. Attorney**

Mr. Haber stated at prior meetings I think I have made the board aware of the construction defect that we are working through and we continue to do that. The parties have been meeting on an informal basis without having a lawyer involved much. I believe there is a meeting scheduled for later this week. We will keep the board apprised.

**B. Engineer**

**1. Ratification of Requisition 39 and 41  
Bond Series: 2016A and 2016B**

Mr. Wild stated I have provided you with a requisition summary. We have three requisitions to be ratified, which are numbers 39 through 41. The total is \$913,629.85.

On MOTION by Mr. Kuhn seconded by Mr. O'Bannon with all in favor Requisition Nos. 39 through 41 were ratified.

**2. Consideration of Requisitions 42 - 55  
Bond Series: 2016A and 2016B**

Mr. Wild stated the requisitions to be approved are numbers 42 through 55 in the amount of \$1,056,159.92.

On MOTION by Mr. Kuhn seconded by Mr. O'Bannon with all in favor Requisition Nos. 42 through 55 were approved.

**3. Consideration of Geotechnical Exploration and Engineering Services Proposal – Phase 5 Collector Road Extension and Lift Station**

Mr. Wild stated included in your agenda package is a proposal from Ellis & Associates for geotechnical work in phase 5. We had previously approved a proposal for them for the subdivision itself but the scope of the phase 5 project has since been expanded to include a portion of a collector road and a lift station. This proposal is in the amount of \$1,900.

On MOTION by Mr. Kuhn seconded by Mr. Veazey with all in favor the Proposal from Ellis & Associates for the Geotechnical Work for Phase 5 Collector Road Extension and Lift Station was approved.

**4. Consideration of FPL Agreement for the Installation of Underground Electrical Facilities – Phase 4B**

Mr. Wild stated included in your agenda package is the FPL agreement for the installation of underground electrical facilities in phase 4B. This is a standard form of agreement from FPL. There is no cost associated with this agreement by applying the credits.

On MOTION by Mr. Kuhn seconded by Ms. Bock with all in favor the Agreement with FPL for the Installation of Underground Electrical Facilities for Phase 4B was approved.

**5. Consideration of Proposal from RMA for Trailmark Phase 4C Surveying Services**

Mr. Wild stated included in your agenda package is a proposal from RMA for surveying services associated with staking out the front lot corners for Trailmark phase 4C. This is from Robert Angus, who is the surveyor who is doing that particular service. This is in the amount of \$2,480.

On MOTION by Mr. Kuhn seconded by Mr. O'Bannon with all in favor the Proposal from RMA for Trailmark Phase 4C Surveying Services was approved.

**6. Consideration of Proposal from Clary & Associates for Trailmark Phase 4D Surveying Services**

Mr. Wild stated included in your agenda package is a proposal from Clary & Associates for phase 4D to set the temporary front lot corners. Clary & Associates is the surveyor that is preparing the plat for phase 4D. This is in the amount of \$2,000.

On MOTION by Mr. Kuhn seconded by Mr. O'Bannon with all in favor the Proposal from Clary & Associates for Trailmark Phase 4D Surveying Services was approved.

**7. Change Order No. 4 for the Florida Roads Phase 4 Contract**

Mr. Wild stated included in your agenda package is Change Order No. 4 for the Florida Roads Phase 4 contract. The net total increase is \$45,291.55. We have reviewed all of the quantities and unit costs. We believe they are appropriate. In addition to the dollar amount, they are also requesting 26 days time extension for the substantial completion and final payment dates. This is a mixture of rain days.

On MOTION by Mr. Kuhn seconded by Mr. Veazey with all in favor Change Order No. 4 for the Florida Roads Phase 4 Contract was approved.

**8. Work Authorization No. 22 for the Dolcetto Road RFP Process**

Mr. Wild stated included in your agenda package is Work Authorization No. 22 for coordinating the RFP process for the Dolcetto Road project. The estimate is for \$7,500.

On MOTION by Mr. Kuhn seconded by Ms. Bock with all in favor the Work Authorization No. 22 for the Dolcetto Road RFP Process was approved.

**C. Manager**

Mr. Oliver stated we did send mailed notice to the residents about the public hearing on the budget.

**D. Field Services**

Mr. Wild stated there was some offsite utility work that was contemplated in the improvement plan. It was specifically for getting some water and sewer service to Mr. East. I have had conversations with Mr. East. We do need to obtain some additional survey work on his parcel to locate his house and the right-of-way line. We have solicited proposals from a couple of survey companies. We anticipate that it will be less than \$10,000.

On MOTION by Mr. Kuhn seconded by Ms. Bock with all in favor to Authorize the Chairman to Negotiate a Contract with a Surveyor with a not to exceed amount of \$10,000 was ratified.

**ELEVENTH ORDER OF BUSINESS      Supervisors' Requests and Audience Comments**

There being none, the next item followed.

**TWELFTH ORDER OF BUSINESS      Financial Statements as of July 31, 2016**

Mr. Oliver stated included in your agenda package is a copy of the financial statements as of July 31, 2016.

**THIRTEENTH ORDER OF BUSINESS      Consideration of Funding Request FY16-#18**  
Mr. Oliver stated included in your agenda package is Funding Request FY16-#18.

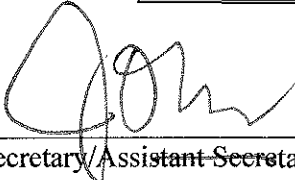
On MOTION by Mr. Kuhn seconded by Mr. Veazey with all in favor the Funding Request FY16-#18 was approved.

**FOURTEENTH ORDER OF BUSINESS      Next Scheduled Meeting – Wednesday, September 13, 2016 @ 2:00 p.m. at the Offices of GMS**

Mr. Oliver stated the next scheduled meeting is September 13, 2016 at 2:00 p.m. t this location.

**FIFTEENTH ORDER OF BUSINESS      Adjournment**

On MOTION by Ms. Bock seconded by Mr. Kuhn with all in favor the Meeting was adjourned.

  
\_\_\_\_\_  
Secretary/Assistant Secretary

  
\_\_\_\_\_  
Chairman/Vice Chairman