

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 Wednesday, October 19, 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
Chris O'Bannon	Supervisor
Rose Bock	Supervisor
Mike Veazey	Supervisor

Also present were:

Jim Oliver	District Manager
Wes Haber	District Counsel
Scott Wild	District Engineer
Daniel Laughlin	GMS, LLC

**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 September 13, 2016 Meeting and the September 21, 2016 Meeting**

Mr. Oliver stated included in your agenda package is a copy of the September 13<sup>th</sup> and September 21<sup>st</sup> minutes for your review and approval.

On MOTION by Mr. Kuhn seconded by Mr. Veazey with all in favor the Minutes of the September 13, 2016 Meeting and the September 21, 2016 Meeting were approved.
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**FOURTH ORDER OF BUSINESS**

**Consideration of Resolution 2017-01, Prompt Payment Policies**

Mr. Haber stated included in your agenda package is a brief memo, a resolution and a copy of the draft policies. Because we are a unit of government, we need to comply with the Prompt Payment Act, which is set forth in Chapter 218, Florida Statutes. It establishes timeframes, which the CDD is required to pay its contractors. It distinguishes between contracts for construction and non-construction contracts. The Prompt Payment Act specifies that to the extent there is a dispute with an entity providing goods or services, that such dispute should be handled pursuant to the policies adopted by the unit of government. These policies fulfill that requirement.

On MOTION by Mr. Kuhn seconded by Mr. O'Bannon with all in favor Resolution 2017-01 Prompt Payment Policies was approved.

**FIFTH ORDER OF BUSINESS**

**Consideration of Resolution 2017-02, Approving Fitness Equipment Lease**

Mr. Haber stated at a prior meeting, the board authorized the acquisition of the fitness equipment. We have successfully obtained financing but in connection with doing so, the financing company asked that we have the board approve this resolution, so there is clear evidence that the board was made aware of the fact that the District is entering into the lease and approving it. There is an upfront payment and there are monthly payments. The lease is with a different company than the company from whom we are purchasing the equipment.

On MOTION by Mr. Kuhn seconded by Mr. O'Bannon with all in favor Resolution 2017-02 Approving Fitness Equipment Lease was approved.

**SIXTH ORDER OF BUSINESS**

**Consideration of Addendum to Engagement Letter to Grau & Associates**

Mr. Haber stated this is an update to make sure that they are going to comply with the Public Record Law.

On MOTION by Mr. Kuhn seconded by Mr. O'Bannon with all in favor the Addendum to Engagement Letter with Grau & Associates was approved.

**SEVENTH ORDER OF BUSINESS**

**Ratification of Proposal from Riverside Maintenance Services for Pressure Washing**

Mr. Oliver stated Greg Kern of Mr. Kuhn's office coordinated with Rich Whetsel of Riverside Maintenance Services to pressure wash in advance of tomorrow's grand opening.

Mr. Kuhn stated yes. There is an event out there tomorrow. Everyone here is certainly invited and welcome to attend. It has to do with the opening of the amenity center.

On MOTION by Ms. Bock seconded by Mr. Veazey with all in favor the Proposal from Riverside Maintenance Services for Pressure Washing was ratified.

**EIGHTH ORDER OF BUSINESS**

**Consideration of Construction Matters**

Mr. Kuhn stated the site weathered the storm pretty well. We will have invoices from Craig Hartwig and North Florida Landscape on some emergency clean up. There were a handful of trees that came down. There are some trees that fell over some parking lots and roads, so we went ahead and cleared them out of the way. Similarly, both contractors working on the development have experienced a significant amount of inconvenience to the damage to the work that was underway. A lot of it has to do with losing grades on areas that were cleared and filled and graded. They did lose some lot grades. They lost some swales. They had some curb washout and some mitered end sections that came undone. I know Scott and his team have been working with those contractors on the clean up and the repairs. I would expect them to ask for some time associated to their contracts. The amenity center is great. The contractor is substantially complete. He has a CO. The pool has passed its inspection. They have a fairly considerable punch list of items that will be prepared over the next week. The fitness equipment that we just discussed is trapped in a warehouse due to Hurricane Matthew. The cardio equipment made it today. The strength equipment won't make it until Monday or Tuesday.

**NINTH ORDER OF BUSINESS**

**Consideration of Various Staffing/Services Related to O&M of Facilities**

Mr. Oliver stated we have been working closely with Wesley Hunt of Evergreen Lifestyles Management and Rich Whetsel of Riverside Management Services to take care of various operational contracts such as janitorial services and staffing of the amenity center.

**TENTH ORDER OF BUSINESS**

**Other Business**

There being none, the next item followed.

**ELEVENTH ORDER OF BUSINESS**

**Staff Reports**

**A. Attorney**

There being none, the next item followed.

**B. Engineer**

**1. Consideration of Requisitions 79-103  
Bond Series: 2016A and 2016B**

Mr. Wild stated I sent out updated items today. We have Requisition No. 79 to be ratified in the amount of \$12,648.45. We have Requisition Nos. 80 through 102 totaling \$1,251,887.90.

On MOTION by Mr. Kuhn seconded by Mr. Veazey with all in favor Requisition No. 79 was ratified & Requisition Nos. 80 through 102 & Add Requisition No. 103 in the Amount of \$15,000 for Settlement Payment to Florida Roads were approved.

Mr. Wild stated this is Work Authorization No. 24 for design services associated with revising the entrance road plans to remove miscellaneous lanes and parking that is associated with what was originally going to be a guardhouse. We have been working with the County on getting these plans prepared. We should have the plans finished up this week. This is an hourly not to exceed amount of \$12,000 for the plan and preparation and then \$4,000 for miscellaneous coordination with County staff to get it executed.

On MOTION by Mr. Kuhn seconded by Mr. O'Bannon with all in favor Work Authorization No. 24 was approved.

Mr. Wild stated the next item is Change Order No. 5 from Petticoat Schmidt for Trailmark Phase 4, Part 1. The total is \$38,158.

On MOTION by Mr. Kuhn seconded by Ms. Bock with all in favor Change Order No. 5 was approved.

**2. Consideration of Clary & Associates Proposal for Topographic Survey Related to the Kayak Launch**

Mr. Kuhn stated I would just ask that you make sure we get the right limits of the work.

On MOTION by Mr. Kuhn seconded by Mr. Veazey with all in favor the Proposal from Clary & Associates for Topographic Survey Related to the Kayak Launch in the Amount of \$4,750 was approved.

**3. Consideration of Clary & Associates Proposal for Surveying and Mapping Services Related to Trailmark 4D/Offsite Easements**

On MOTION by Mr. Kuhn seconded by Ms. Bock with all in favor the Proposal from Clary & Associates for Surveying and Mapping Services Related to Trailmark 4D/Offsite Easements for \$2,450 was approved.

**4. Consideration of Change Order No. 5 – Trailmark Phase 4, Part 2 and 3**

On MOTION by Mr. Kuhn seconded by Mr. O’Bannon with all in favor Change Order No. 5 – Trailmark Phase 4, Part 2 and 3 for \$7,526.44 was approved.

**C. Manager**

There being none, the next item followed.

**D. Field Services**

There being none, the next item followed.

**TWELFTH ORDER OF BUSINESS Supervisors’ Requests and Audience Comments**

There being none, the next item followed.

**THIRTEENTH ORDER OF BUSINESS Financial Statements as of September 30, 2016**

Mr. Oliver stated included in your agenda package is the financial statements as of September 30, 2016.

**FOURTEENTH ORDER OF BUSINESS      Consideration of Funding Request FY16-#20**

On MOTION by Mr. Kuhn seconded by Mr. Veazey with all in favor the Funding Request FY16-#20.

**FIFTEENTH ORDER OF BUSINESS      Next Scheduled Meeting – Wednesday,  
November 16, 2016 @ 2:00 p.m. at the  
Offices of GMS**

Mr. Oliver stated the next scheduled meeting is November 16, 2016 at 2:00 p.m. at this location.

**SIXTEENTH ORDER OF BUSINESS      Adjournment**

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

  
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Secretary/Assistant Secretary

  
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Chairman/Vice Chairman