

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, May 20, 2015 at 2:07 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 phone)
Chris O'Bannon	Supervisor
Mike Veazey	Supervisor
Rose Bock	Supervisor

Also present were:

Jim Oliver	District Manager
Wes Haber	District Counsel
Scott Wild	District Engineer

**FIRST ORDER OF BUSINESS**

**Call to Order**

Mr. Oliver called the meeting to order at 2:07 p.m.

**SECOND ORDER OF BUSINESS**

**Audience Comments**

There were no audience members in attendance.

**THIRD ORDER OF BUSINESS**

**Approval of Minutes of the April 1, 2015 Meeting and the April 15, 2015 Meeting**

Mr. Oliver stated included in your agenda package is a copy of the minutes of the April 1, 2015 meeting and the April 15, 2015 meeting. Are there any additions, corrections or deletions?

On MOTION by Mr. Kuhn seconded by Mr. Veazey with all in favor the Minutes of the April 1, 2015 Meeting and the April 15, 2015 Meeting were approved.

**FOURTH ORDER OF BUSINESS**

**Acceptance of the Minutes of the March 30, 2015 Bid Opening**

Mr. Oliver stated included in your agenda package is a copy of the minutes of the March 30, 2015 bid opening. Are there any additions, corrections or deletions?

On MOTION by Mr. Kuhn seconded by Mr. Veazey with all in favor the Minutes of the March 30, 2015 Bid Opening were accepted.

**FIFTH ORDER OF BUSINESS**

**Consideration of Proposals for Fiscal Year 2015 Audit**

Mr. Oliver stated earlier today, the audit committee met. They ranked the proposals for the fiscal year 2015 audit. The ranking was Grau & Associates first, Berger, Toombs second, McDermitt Davis third and Carr, Riggs was fourth.

On MOTION by Mr. Kuhn seconded by Mr. Veazey with all in favor the Minutes of the March 30, 2015 Bid Opening were accepted.

**SIXTH ORDER OF BUSINESS**

**Consideration of Resolution 2015-21, Approving the Proposed Budget for Fiscal Year 2016 and Setting a Public Hearing Date for Adoption**

Mr. Oliver stated a copy of the budget was emailed to you. Here are hard copies. There is not much change to the budget from 2015. We have added some items for community appearance. We have added a line item for property insurance. We have also added a considerable amount for landscape maintenance. We included funds in for security patrol based on eight hours a day and at a rate of \$20 for 365 days a year. We haven't contracted with anyone yet, but that is a placeholder in the budget. We have street sweeping, which would be based on a per visit charge and that would be twice monthly at that rate. Today, we will approve a proposed budget and provide it to St. Johns County by June 15<sup>th</sup>. We would set a public hearing date no sooner than 60-days from today. Once we have the public hearing, the board could adopt the budget and then we could move forward with that. I would suggest that we have the public hearing in conjunction with our August 19<sup>th</sup> meeting.

Mr. Haber stated 60 days from the date that we send it to the County is when we can first hold a public hearing to adopt the budget. In previous years, the budget has been Developer

funded, so as a result, the District never held a public hearing to levy assessments. The only public hearing that we have ever done in the past, to the extent that we are not levying assessments, so as a result, the District never held a public hearing to levy assessments. The only public hearing that we have done in the past and to the extent that we are not levying assessments this year, we would only do a published hearing in the newspaper to adopt this budget by resolution. To the extent that a determination is made that an O&M assessment was going to be levied to pay for this budget then a mailed notice to all property owners within the boundaries of the District would need to be sent and a separate published notice advertising the assessment hearing would need to be published in the newspaper. Both of those notices are 20 days prior to the public hearing date.

Mr. Oliver stated the proposed public hearing date is August 19<sup>th</sup>, so we have almost three full months. If we do levy assessments, we have plenty of time for a mailed notice.

Mr. Kuhn asked and knowing that we are going to consider O&M contracts, do we have an opportunity to revise the budget downward?

Mr. Oliver responded absolutely. We can even revise it upward up to the point that we do the mailed notice.

On MOTION by Mr. Kuhn seconded by Mr. Veazey with all in favor Resolution 2015-21 Approving the Proposed Budget for Fiscal Year 2016 and Setting a Public Hearing Date for August 19, 2015 at 2:00 p.m. at the Offices of GMS, 475 West Town Place, Suite 114, St. Augustine, Florida 32092 was approved.

**SEVENTH ORDER OF BUSINESS                      Consideration of Resolution 2015-22, Ratifying Issuance of 2015 Refunding Bonds**

Mr. Haber stated at your last meeting, you approved the resolution levying the assessments and securing those bonds. Subsequent to that meeting, the transaction closed and a number of documents were executed by your Chair and staff. This resolution ratifies those actions to sort of close the loop on the total transaction.

On MOTION by Mr. Kuhn seconded by Mr. O'Bannon with all in favor Resolution 2015-22 Ratifying Issuance of 2015 Refunding Bonds was approved.

**EIGHTH ORDER OF BUSINESS**

**Consideration of Dissemination Waiver**

Mr. Oliver stated included in your agenda package is a copy of the dissemination waiver. It was from Prager Sealy. They have been performing the dissemination agent services for this District and they are waiving their 30 day that they no longer do it and the District will have this done through GMS.

On MOTION by Mr. Kuhn seconded by Mr. O'Bannon with all in favor Resolution 2015-22 Ratifying Issuance of 2015 Refunding Bonds was approved.

**NINTH ORDER OF BUSINESS**

**Consideration of Construction Related Matters**

Mr. Haber stated I have two issues to bring up. One is the entry feature landscaping and the award of the contract for that work. We went through a landscape and irrigation RFP. One of the bid alternates for that project was the landscaping for that entry feature. Ultimately, the contract we awarded for the landscape and irrigation did not include the bid alternate and the notice that the Districts existing contractor was given said that bid alternate was specifically excluded. It appears that we may be at a point, where we are going to be ready with landscape and irrigation for the entry feature. Because this board has already seen the proposals, what we would like to do is award the contract to the lowest bidder for only that portion of the RFP for only the bid alternate, which I believe was Randy Suggs and then authorize your Chair to negotiate that contract. Because it is construction installation, it is like \$344,000 and the bid alternate was below that threshold, so it is not a project that we would be required to separately RFP. The reality is we more or less separately did an RFP for it when we sought the bid alternate for it.

On MOTION by Mr. Kuhn seconded by Mr. Kuhn with all in favor to Award Contract to Randy Suggs for Bid Alternate for Installation of Landscape and Irrigation & Authorization to Chairman to Negotiate Contract was approved.

Mr. Haber stated the other item that I wanted to raise was we are approaching being able to be in a position to move forward with the site work at the amenity center. You may recall, we have gone through an RFP process, where we reviewed proposals from a number of contractors

and ranked and ultimately awarded a contract with the expectation that it would be a two step process. One, we would enter into the construction services aspect of that contract, where once awarded, District staff and your Chair would work with your contractor to negotiate and value engineer the scope of the project. If that were done successfully then we would move into the second phase of that contract, which would be for the actual construction. At this point and time, it appears that we may be ready prior to your next scheduled meeting to move forward with a portion of the second phase. I think what we would like to do is have a motion to enter into a contract for the second portion of that work and authorize your Chair to negotiate that contract. Because we have already been through the competitive RFP process for that contract, it doesn't necessarily need to be below that \$344,000 threshold.

Mr. Kuhn stated the contractor has subcontractor quotes for \$640,000 for the site civil work. Today he is receiving an updated set of civil plans that he will price again with at least three subcontractors but all of that will come back in to the next scheduled meeting. We would be seeking the authorization to negotiate the site civil scope of that project based on a not to exceed amount of the current quote he has in hand, which is \$640,000.

Mr. Haber stated and that is consistent with the RFP process that was adopted and awarded at the previous meeting.

On MOTION by Mr. Veazey seconded by Ms. Bock with all in favor to Award Second Portion of Site Work & Authorization for Chairman to Negotiate Contract was approved.

**TENTH ORDER OF BUSINESS**

**Discussion of:**

**A. Landscape Maintenance**

Mr. Oliver stated we reached out to the current landscape provider, North Florida Landscape. He will give a proposal to maintain those new areas.

**B. Street Sweeping**

Mr. Oliver stated DBI Associates rode the property and they gave a price proposal for \$364 per visit. I plugged in 24 visits annually to the budget. You can determine whether or not that is frequent enough.

**C. Security Services**

Mr. Oliver stated we plugged Giddens Security into the budget at \$20 an hour. That is based on eight hours a day for 365 days a year.

Mr. Kuhn stated I would like to scale that back. I would like to meet with that vendor and discuss the services before we paid for that.

Ms. Bock asked have you had any issues out there?

Mr. Kuhn responded yes. There is routine dumping that occurs on a weekly basis. We have also had vandalism of the streets. The streetlights have all been shot out.

Mr. Oliver stated I will also get a proposal from another firm.

**ELEVENTH ORDER OF BUSINESS            Other Business**

There being none, the next item followed.

**TWELFTH ORDER OF BUSINESS            Staff Reports**

**A. Attorney**

There being none, the next item followed.

**B. Engineer**

- 1. Consideration of Requisitions 206-212, Bond Series 2007A Bond Funds**
- 2. Consideration of Change Order No. 14 – Neighborhood Development Project**

Mr. Wild stated a requisition summary was included in your agenda package but there has been one modification to that list. I have passed out an updated requisition list. The pay request that we got from Vallencourt Construction had a typo on it. That has been corrected, so the new amount for requisition number 206 is \$114,953.76. The rest of the requisition numbers remain the same as to what was in the agenda package. We would request that the board approve requisition numbers 206 through 2012 totaling \$290,166.11.

On MOTION by Mr. Kuhn seconded by Mr. O'Bannon with all in favor the Revised Requisition Summary was approved.

Mr. Wild stated the next item is Change Order No. 14 to the neighborhood development project. This is in the amount of \$186,540.22 for the construction of a cul-de-sac and utility

modifications and roadway reconstruction that will serve 12 lots. That is what we are referring to as Phase 2B. This change order would bring the total contract price to \$1,984,395.57.

On MOTION by Mr. Kuhn seconded by Ms. Bock with all in favor Change Order No. 14 was approved.

**C. Manager – Report on the Number of Registered Voters (0)**

Mr. Oliver stated we are required by statute to report the number of registered voters living within the District. Right now, we are no registered voters.

**D. Field Services**

There being none, the next item followed.

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

There being none, the next item followed.

**FOURTEENTH ORDER OF BUSINESS Financial Statements as of April 30, 2015**

Mr. Oliver stated included in your agenda package is a copy of the financial statements as of April 30, 2015.

**FIFTEENTH ORDER OF BUSINESS Consideration of Funding Request FY15-#9**

Mr. Oliver stated included in your agenda package is Funding Request FY15-#9 in the amount of \$14,423.22.

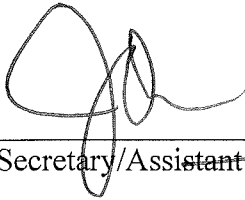
On MOTION by Mr. Kuhn seconded by Ms. O’Bannon with all in favor Funding Request No. FY15-#9 was approved.

**SIXTEENTH ORDER OF BUSINESS Next Scheduled Meeting – Wednesday, June 17, 2015 @ 2:00 p.m. at the Offices of GMS**

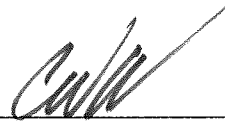
Mr. Oliver stated the next scheduled meeting is June 17, 2015 at 2:00 p.m. at this location.

On MOTION by Mr. Kuhn seconded by Mr. Veazey with all in favor the Meeting was Continued to June 10, 2015 at 2:00 p.m. at the Offices of GMS, 475 West Town Place, Suite 114, St. Augustine, Florida 32092.

**SEVENTEENTH ORDER OF BUSINESS    Adjournment**



Secretary/Assistant Secretary



Chairman/Vice Chairman