

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, October 22, 2019 at 3:00 p.m. at the Offices of GMS, LLC, 475 West Town Place, Suite 114, St. Augustine, Florida 32092.

Present and constituting a quorum were:

Mike Taylor	Chairman
Mike Veazey	Supervisor
Rose Bock	Supervisor

Also present were:

Jim Oliver	District Manager
Jason Walters	District Counsel (by phone)
Zach Brecht	District Engineer
Gregg Kern	Greenpointe Communities (by phone)
Derrick Gilbert	Evergreen Lifestyles Management
Lynzi Chambers	Evergreen Lifestyles Management
Katie Wyble	Evergreen Lifestyles Management
Bob Johnson	

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**FIRST ORDER OF BUSINESS**

**Roll Call**

Mr. Oliver called the meeting to order at 3:00 p.m.

**SECOND ORDER OF BUSINESS**

**Audience Comments**

There being none, the next item followed.

**THIRD ORDER OF BUSINESS**

**Approval of Minutes of the August 20, 2019 Meeting**

Mr. Oliver stated a copy of the minutes from the August 20, 2019 meeting are included for your review and approval.

On MOTION by Mr. Veazey seconded by Mr. Taylor with all in favor the Minutes of the August 20, 2019 Meeting were approved.
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**FOURTH ORDER OF BUSINESS**

**Ratification of Audit Engagement Letter with Berger, Toombs, Elam, Gaines & Frank to Perform the Audit for Fiscal Year 2019**

Mr. Oliver discussed the audit engagement letter with Berger, Toombs, Elam, Gaines & Frank to perform the audit for Fiscal Year 2019. The cost to perform the audit is \$5,315.

On MOTION by Mr. Taylor seconded by Ms. Bock with all in favor the Audit Engagement Letter with Berger, Toombs, Elam, Gaines & Frank to Perform the Audit for Fiscal Year 2019 was ratified.

**FIFTH ORDER OF BUSINESS**

**Consideration of Resolution 2020-01, Setting a Public Hearing Date to Adopt the Revised Rules of Procedure**

Mr. Walters discussed setting the public hearing to adopt the revised rules of procedure. Hopping Green & Sams prepared recommended revisions the rules of procedure based on statutory changes and other considerations.

On MOTION by Ms. Bock seconded by Mr. Taylor with all in favor Resolution 2020-01 Setting a Public Hearing Date to Adopt the Revised Rules of Procedure for February 19, 2019 at 2:00 p.m. at the Offices of GMS, LLC, 475 West Town Place, Suite 114, St. Augustine, FL 32092 was approved.

**SIXTH ORDER OF BUSINESS**

**Other Business**

There being none, the next item followed.

**SEVENTH ORDER OF BUSINESS**

**Staff Reports**

**A. Attorney**

There being none, the next item followed.

**B. Engineer**

**1. Consideration of Requisitions 237-242 (2017A Bond Series)**

Mr. Brecht presented a revised requisition summary including requisition numbers 237 through 242. The total of requisitions is \$31,677.54.

On MOTION by Mr. Taylor seconded by Ms. Bock with all in favor Requisition Nos. 237 through 242 were approved.

**2. Ratification of Work Authorization No. 39 (Proposal Documents and RFP Process for Trailmark Phase 6 and Trailmark East Parcel Phase 1)**

Mr. Brecht presented Work Authorization No. 39 to prepare the proposal documents and the RFP process for Trailmark Phase 6 and Trailmark East Parcel Phase 1. This is work done by England-Thims & Miller

On MOTION by Mr. Taylor seconded by Mr. Veazey with all in favor

**3. Ratification of Proposal for Trailmark East Parcel Surveying and Mapping Services**

Mr. Brecht presented the proposal from Clary to provide tree survey services within the east parcel. The proposal is in the amount of \$32,500.

On MOTION by Mr. Taylor seconded by Ms. Bock with all in favor the Proposal from Clary for Trailmark East Parcel Surveying and Mapping Services was ratified.

**4. Ratification of Proposal for Trailmark Cultural Resource Survey**

Mr. Brecht presented the proposal from Environmental Services, Inc. for the cultural resource survey within the east parcel.

On MOTION by Mr. Taylor seconded by Mr. Veazey with all in favor the Proposal from Environmental Services, Inc. for Trailmark Cultural Resource Survey was ratified.

Mr. Brecht handed out Work Authorization No. 37 for preparation of the construction documents for phase 9. This consists of 189 lots with 43 foot and 63 foot lots on the south end of Trailmark.

On MOTION by Mr. Taylor seconded by Mr. Veazey with all in favor Work Authorization No. 37 was approved.

Mr. Brecht presented the RFP evaluation criteria for the Trailmark East Parcel Phase 1 project and the Trailmark Phase 6 project.

On MOTION by Mr. Taylor seconded by Mr. Veazey with all in favor the RFP Evaluation Criteria for Trailmark East Parcel Phase 1 Project & the Evaluation Criteria for Trailmark Phase 6 Project were approved.

**C. Manager – Discussion of Fiscal Year 2020 Meeting Schedule**

Mr. Oliver discussed the proposed meeting schedule for Fiscal Year 2020. The schedule is based on a bimonthly meetings to be held on the third Wednesday every other month at 2:00 p.m.

On MOTION by Ms. Bock seconded by Mr. Veazey with all in favor the Fiscal Year 2020 Meeting Schedule was approved.

**D. Operations & Amenities - Report**

Mr. Gilbert and Ms. Chambers presented the operations and amenities report. Ms. Wyble was introduced as the new Welcome Center & Lifestyles Coordinator at Trailmark.

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

Other matters discussed: Security patrol options, security cameras and tag readers, Republic trash/recycle pickup, pickle ball courts, upcoming special events and future survey regarding recreational improvements.

**NINTH ORDER OF BUSINESS                      Financial Reports**

**A. Balance Sheet as of September 30, 2019 and Statement of Revenues & Expenses for the Period Ending September 30, 2019**

Mr. Oliver stated included in your agenda package is a copy of the balance sheet and income statement as of September 30, 2019.

**B. Assessment Receipt Schedule**

Mr. Oliver stated included in your agenda package is an assessment receipt schedule.

**C. Ratification of Funding Requests**

1.     FY 2019 – No. 17
2.     FY 2019 – No. 18

**3. FY 2020 – No. 1**

On MOTION by Mr. Taylor seconded by Ms. Bock with all in favor Funding Request Nos. FY2019-17, FY2019-18 & FY2020-1 were ratified.

**TENTH ORDER OF BUSINESS**

**Next Scheduled Meeting – Wednesday, December 18, 2019 @ 2:00 p.m. at the Offices of GMS, LLC**

Mr. Oliver stated the next scheduled meeting is Wednesday, December 18, 2019 at 2:00 p.m. at the Offices of GMS, LLC

**ELEVENTH ORDER OF BUSINESS**

**Adjournment**

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

Secretary/Assistant Secretary

Chairman/Vice Chairman  
Asst. Secretary