

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, December 9, 2020 at 2:00 p.m. at the Renaissance World Golf Village Resort, 500 South Legacy Trail, St. Augustine, Florida.

Present and constituting a quorum were:

Gregg Kern	Chairman
Mike Taylor	Vice Chairman
Wendy Hartley	Supervisor
Darren Glynn	Supervisor

Also present were:

Jim Oliver	District Manager
Wes Haber <i>by phone</i>	District Counsel
Zach Brecht	District Engineer
Alex Boyer	Operations Manager
Deputy Robert Nelson	SJSO

*The following is a summary of the actions taken at the December 9, 2020 Six Mile Creek Community Development District's Regular Board of Supervisor's Meeting.*

**FIRST ORDER OF BUSINESS**

**Roll Call**

Mr. Oliver called the meeting to order at 2:00 p.m. Four Supervisors were in attendance constituting a quorum.

**SECOND ORDER OF BUSINESS**

**Audience Comments**

Mr. Oliver explained the comment protocol for audience comments. There was a question on the agenda and about the problems with the pool. Mr. Oliver explained this would be addressed later in the meeting in the Engineer's section.

**THIRD ORDER OF BUSINESS**

**Affidavit of Publication**

Mr. Oliver noted that the affidavit of publication is dated November 22, 2020.

**FOURTH ORDER OF BUSINESS**

**Organizational Matters**

**A. Oath of Office for Newly Elected Supervisors**

Mr. Oliver introduced the new supervisors Wendy Hartley, Blake Weatherly, and Darren Glynn and administered the oath of office to them. New officer Blake Weatherly was not in attendance.

**B. General Information for New Supervisors**

Mr. Oliver reviewed the Sunshine Law and the Public Records Law. He recommended keeping CDD records separate from personal records. He reviewed social/media and suggested that Board members refrain from posting any comments about CDD business. Wes Haber reviewed communication via texts, emails, or written exchange with Board members.

**C. Consideration of Resolution 2021-04, Canvassing and Certifying the Results of the Landowners Election**

Mr. Oliver stated that landowners had 1 vote for every lot or acre owned this election cycle. Blake Weatherly was elected to a four-year term.

On MOTION by Mr. Taylor seconded by Mr. Kern with all in favor, Resolution 2021-04 Canvassing and Certifying the Results of the Landowners' Election, was approved.

**D. Election of Officers Resolution 2021-05**

Mr. Oliver stated that Gregg Kern serves as Chairman and Mike Taylor as Vice Chairman. The remainder of the Board serves as Assistant Secretaries. Members of the GMS office serve as Treasurer, Secretary, Assistant Secretaries, and Assistant Treasurers.

On MOTION by Mr. Kern seconded by Ms. Hartley, with all in favor, Resolution 2021-05 Election of Officers with Gregg Kern as Chairman, Mike Taylor as Vice Chairman, and Wendy Hartley, Darren Glynn, and Blake Weatherly as Assistant Secretaries, was approved.

**FIFTH ORDER OF BUSINESS**

**Approval of Minutes of the October 21, 2020 Meeting and November 5, 2020 Continued Meeting**

Mr. Oliver asked if the Board had any comments, corrections, or changes to the minutes. The Board had no changes.

On MOTION by Mr. Kern, seconded by Mr. Taylor, with all in favor, the Minutes of the October 21, 2020 Meeting and November 5, 2020 Continued Meeting, were approved.

**SIXTH ORDER OF BUSINESS**

**Acceptance of the Minutes of the November 18, 2020 Landowners Meeting**

Mr. Oliver asked if the Board had any comments, corrections, or changes to the minutes. The Board had no changes.

On MOTION by Mr. Kern, seconded by Mr. Taylor with all in favor, the Minutes of the November 18, 2020 Landowners' Meeting, were approved.

**SEVENTH ORDER OF BUSINESS**

**Public Hearing Regarding Series 2020 Assessments**

Mr. Oliver asked for a motion to open the Public Hearing.

On MOTION by Mr. Kern seconded by Mr. Glynn, with all in favor, the motion to OPEN the Public meeting, was approved.

Mr. Haber explained that the CDD finances public infrastructure through the issuance of bonds, and today they were levying assessments in Assessment Area 3, Phases 1A and 1B. This area is not presently encumbered by debt assessments that are paid for by homeowners and there are no homes located within this area. The process will levy a lien on that property and in the near future the Board will issue a series of bonds that will fund all or a portion of the improvements to be constructed in that area. The documents the Board are considering today seek to levy the maximum amount of assessments that could be levied. The resolution included in the package includes an Engineer's Report which includes a description of the improvements and cost. The

second is the Assessment Methodology which details the number of homes anticipated to be constructed and the level of assessments.

Mr. Brecht reviewed the Engineer's Report. Mr. Oliver reviewed the Assessment Methodology. Mr. Oliver asked for any other questions, and hearing none, from either the Board or members of the public, he asked to close the public hearing.

On MOTION by Mr. Kern, seconded by Mr. Taylor with all in favor, the motion to CLOSE the Public Hearing, was approved.

**A. Consideration of Resolution 2021-06, Supplemental Assessment Resolution**

Mr. Haber noted that the resolution finds that these improvements and the issuance of bonds are in the best interest of the CDD. The estimated improvement and costs are outlined. The Landowner will be obligated to make true-up payments if necessary.

On MOTION by Mr. Kern, seconded by Mr. Taylor with all in favor, the Resolution 2021-06 Supplemental Assessment Resolution, was approved.

**EIGHTH ORDER OF BUSINESS**

**Staff Reports**

**A. Attorney**

Mr. Haber noted for the new Board members that the Board had previously approved and filed a Boundary Amendment petition to add acreage to the CDD. Mr. Haber noted the petition had been approved by the state and they are currently waiting for sign-off from the county. The CDD Board will need to hold a public meeting to consider this Boundary Amendment. He would share specifics later.

**B. Engineer**

**1. Ratification of Work Authorization No. 51**

Mr. Brecht presented the ratification of work authorization No. 51. He noted this lays out all of the roads and plots for the remainder of the property with in the CDD. It is an hourly contract for up to \$25,000.

On MOTION by Mr. Taylor, seconded by Mr. Kern, with all in favor, Work Authorization No. 51, was ratified.

**2. Consideration of Work Authorization No. 52**

Mr. Brecht explained that this was for the 2021 general consulting services for District Engineering for \$16,000.

On MOTION by Mr. Taylor, seconded by Mr. Kern, with all in favor, Work Authorization No. 52, was approved.

**3. Consideration of Requisitions 45-55 (2020 Bond Series)**

Mr. Brecht noted that the requisitions in the packet also included No. 56. These are related to the 2020 Bond Series. The amount is \$51,180.60. This will cover work done by either the Engineer, the Landscape Architect, and fees associated with Hopping, Green and Sam's for professional services, and others.

**4. Consideration of Requisitions 27-29 (2017 NW Parcel Subaccount (Phase 6))**

Mr. Brecht explained that this for Phase 6 with a total amount of \$11,106.91 for work associated with the construction and oversight with the coordination of contractor.

**5. Consideration of Requisitions (Phase 9 Bond Series-Developer Funded)**

Mr. Brecht explained that these were associated with the continued issuance of Phase 9. These are associated with design elements and getting ready for breaking ground and construction. It is for a total of \$112,544.29. A question on the second series on page 6. It was clarified this was for an hourly agreement.

On MOTION by Mr. Taylor seconded by Mr. Kern with all in favor, the Requisitions 45-56 (2020 Bond Series), Requisitions 27-29 (2017 NW Parcel Subaccount (Phase 6)), and Requisitions (Phase 9 Bond Series-Developer Funded) , was approved.

**C. Manager's Report**

Mr. Oliver reviewed the Manager's Report. He clarified a question regarding contracts and change control processes. Mr. Oliver noted the fee schedule was included.

**D. Operations/ Amenity Manager**

**1. Report**

Mr. Boyer reviewed the Security contracts for on-site security monitoring and the on-site guard. He discussed issues and problems that have occurred over the last several months and proposed the termination of the current contract with Giddens Security with a 30-day notice.

**2. Envera Proposal**

Mr. Boyer proposed termination of Pro-Vigil with a 60-day notice and suggested using a new company, Envera, for security cameras purchase, installation, and monitoring services for a full contract proposal of \$19,614.32. Discussion ensued regarding payments and purchasing plans and cost differences, equipment options, and cost of options, as well as the addition of new property.

On MOTION by Mr. Taylor seconded by Mr. Kern with all in favor, the Termination of Existing Contract with Pro-Vigil with a 60-day notice, was approved.

On MOTION by Mr. Kern, seconded by Mr. Taylor, with all in favor, Authorizing the Chairman and Mr. Haber to enter into an agreement with Envera, was approved.

The security contract with the sheriff’s office on-site was also discussed and termination of Giddens with 30-day notice due to on-going issues. This would allow more surveillance and additional hours by using Sherriff’s office within budget.

On MOTION by Mr. Taylor, seconded by Mr. Glynn, with all in favor, the Termination of Gidden’s Security with 30-day notice, and addition of St. Johns’ Sherriff’s office for additional hours, was approved.

**TENTH ORDER OF BUSINESS**

**Supervisor’s Requests and Audience Comments**

Mr. Oliver asked if there were any audience comments.

A resident asked the Board members their names and their role. Ms. Kern explained the CDD Board member role. The meeting format was also discussed.

A resident asked about the facility issues and funding. It was explained how the budget works on repair items and maintenance items budgeted and the role of the CDD Board.

Another resident asked about the proposed security system and what areas it included. Mr. Boyer replied that at this point there was not a definite plan for extended area security and the extended cost. He did note there was insurance for those extended areas.

**ELEVENTH ORDER OF BUSINESS                      Financial Reports**

**A. Balance Sheet as of October 31, 2020 and Statement of Revenues and Expenses for the Period Ending October 31, 2020**

Mr. Oliver noted that the unaudited financial statements were included in the agenda packets and that October 31, 2020. He added that there were no unusual findings on the General Fund Budget.

**B. Assessment Receipt Schedule**

Mr. Oliver noted that the assessment collections would begin again when the tax collector sent out the property tax bills on November 1<sup>st</sup>.

**C. Check Register**

Mr. Oliver noted that the check register was included in the agenda packet for Board approval.

On MOTION by Mr. Taylor, seconded by Mr. Kern, with all in favor, the Check Register, was approved.

**D. FY 2021 Funding Request – No. 2**

Ms. Oliver noted that the total amount for this funding request was for \$19,248.53 from the General Fund. He asked if there were any questions, and hearing none, asked for a motion to approve all requests.

On MOTION by Mr. Taylor, seconded by Mr. Kern, with all in favor, Funding Requests No. 2 for \$19,248.53, was approved.

**E. FY 2021 Funding Request – No. 3**

Ms. Oliver noted that the total amount for this funding request was for \$46,856.78. He asked if there were any questions, and hearing none, asked for a motion to approve all requests.

On MOTION by Mr. Taylor, seconded by Mr. Kern, with all in favor, Funding Requests No. 3 for \$46,856.78, was approved.

**TWELTH ORDER OF BUSINESS**

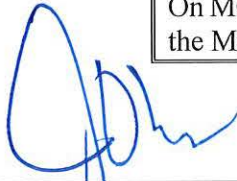
**Next Scheduled Meeting- February 17, 2020  
at 2:00 p.m.**

Mr. Oliver noted that the next meeting date was February 17, 2020 at 2:00 p.m. It was noted that a special meeting could be called with a 7-day advance notice if needed.

**THIRTEENTH ORDER OF BUSINESS**

**Adjournment**

On MOTION by Mr. Kern, seconded by Mr. Taylor, with all in favor, the Meeting was adjourned.



Secretary/Assistant Secretary



Chairman/Vice Chairman