

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, April 21, 2021 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 <i>by phone</i>	Chairman
Mike Taylor <i>by phone</i>	Vice Chairman
Blake Weatherly	Supervisor
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

The following is a summary of the discussions and actions taken at the April 21, 2021 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. Five Supervisors were in attendance constituting a quorum.

SECOND ORDER OF BUSINESS

Audience Comments

Mr. Oliver explained the comment protocol for audience comments and opened the floor to audience members. There being none, the next item followed.

THIRD ORDER OF BUSINESS

Approval of Minutes of the February 17, 2021 Meeting and March 9, 2021 Public Hearing

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

On MOTION by Mr. Weatherly, seconded by Ms. Hartley, with all in favor, the Minutes of the February 17, 2021 Meeting and the March 9, 2021 Public Hearing Meeting, were approved.

FOURTH ORDER OF BUSINESS

Consideration of Resolution 2021-10 Ratifying the Issuance of the Series 2021 Bonds

Mr. Oliver noted that the bonds were recently issued to fund construction of infrastructure within the District. This resolution ratifies that issuance and all related actions the Board and staff took to issue the bonds. Mr. Haber added that the District adopted a resolution authorizing the issuer and the Chair and other officers to sign documents. This resolution will attach a list of the documents that were executed as an exhibit.

On MOTION by Mr. Weatherly, seconded, by Ms. Hartley, with all in favor, Consideration of Resolution 2021-10 Ratifying the Issuance of the Series 2021 Bonds, was approved.

FIFTH ORDER OF BUSINESS

Consideration of Resolution 2021-11, RFP for Landscape Maintenance

Mr. Oliver stated that this is a process that the District goes out to solicit bids from landscape companies. Mr. Haber added that the District is required to go through an RFP process for any contract exceeding a certain dollar amount. They will need to publish notice in the newspaper to alert interested companies that the District is accepting proposals for services and the draft of the notice is attached to the resolution as exhibit A. In addition to exhibit A, the evaluation criteria are also attached that the Board would use to evaluate the received proposals. Ultimately, by adopting this resolution the Board is authorizing the staff to start the RFP process with the goal of bringing different proposals back to the Board for review and consideration.

On MOTION by Mr. Weatherly, seconded by Ms. Hartley, with all in favor, Consideration of Resolution 2021-11, RFP for Landscape Maintenance, was approved.

SIXTH ORDER OF BUSINESS

Ratification of FPL LED Street Lighting Agreements

A. Phase E1

B. Phase 5A & 5B

Mr. Oliver noted this is for the new FPL lights in the new areas Phase E1 and Phase 5A and B.

On MOTION by Mr. Weatherly, seconded by Ms. Hartley, with all in favor, the FPL LED Street Lighting Agreement for Phase E1 and Phase 5A & 5B, was ratified.

SEVENTH ORDER OF BUSINESS

Approval of Audit Criteria and Authorization for Staff to Publish an RFP for Auditing Services

Mr. Oliver stated that the audit committee met and approved and recommended the criteria prepared by District counsel and he is looking for the Board to approve that criteria and direct staff to issue a request proposal for audit services.

On MOTION by Mr. Weatherly, seconded by Ms. Hartley, with all in favor, the Audit Criteria and Authorization for Staff to Publish an RFP for Audit Services, was approved.

EIGHTH ORDER OF BUSINESS

Ratification of Memorandum of Understand with St. Johns County Property Appraiser

Mr. Oliver noted that the property appraiser has asked the Board to approve this memorandum for SJCPA to provide the assessment rolls which includes exempted information. The CDD agrees to not release or share exempted information with anyone other than District staff.

On MOTION by Mr. Weatherly, seconded by Ms. Hartley, with all in favor, the Memorandum of Understanding with St. Johns County Property Appraiser, was ratified.

NINTH ORDER OF BUSINESS

Consideration of Resolution 2021-12 Direct Purchase of Construction Materials for the Construction of Future Phases

Mr. Oliver stated that this allows the District to purchase materials tax free because the District is a unit of government and tax exempt. Mr. Haber added this is for a construction contract that was already publicly procured and awarded by the Board. The RFP included materials that the general contractor submitted and what this process does is it has the district engineer as well as the contractor play a role where instead of the contractor purchasing the materials, the contractor identifies the materials that will be needed for the project, then the CDD issues a purchase order directly to the material supplier with a certificate of entitlement showing an entitlement to the tax exemption. It is a cost savings for the CDD to use this process and the Law requires that the District formally approves using this process.

The resolution highlights a few exhibits. The first one being a work authorization between the CDD and the engineer for the engineer to serve as the CDD's purchasing agent. Staff's recommendation is that this resolution be approved and the approval noting that exhibit A will actually be replaced with the work authorization the Board is going to be considering later in the meeting and that work authorization will be amended to note that the district engineer is officially being identifies as a purchasing agent. The other exhibit to the resolution is the formal procedures and policies and attached to those are a number of attachments identifying the materials to be provided by the material provider, the purchase order to be provided by the CDD and the certificate of entitlement.

On MOTION by Mr. Weatherly, seconded by Ms. Hartley, with all in favor, Consideration of Resolution 2021-12 of Direct Purchase of Construction Materials for the Construction of Future Phases, was approved as amended.

TENTH ORDER OF BUSINESS

Staff Reports

A. Attorney

Mr. Haber updated the Board on some of the pending items he has been working on some new laws that are being considered that he will continue to update the Board with any further information.

B. Engineer

1. Ratification of Gemini Engineering and Sciences, Inc. Conditional Letter of Map Provision Agreement

Mr. Brecht presented the ratification of the Gemini Engineering and Sciences proposal that was included in the agenda package. This is a proposal to provide flood plain mapping and modeling to a conditional letter of map provision to FEMA. There are several lots within Phase 9 of the project that are currently under construction that are within the flood plaining within Six Mile Creek. Once it is filed, they are no longer in the flood plain and this is the paperwork that would back that up which would then allow for the homeowner not to have to pay for flood insurance. The total fee is \$9,000.

On MOTION by Mr. Weatherly, seconded by Mr. Kern, with all in favor, the Gemini Engineering and Sciences, Inc. Conditional Letter of Map Provision Agreement, was ratified.

2. Consideration of Change Order—Trailmark Phase 1 (Vallencourt Construction)

Mr. Brecht continued with his second item with the consideration of a change order for Trailmark for Vallencourt Construction. This is a \$46,120 change order to improve the existing (*inaudible*) that is out there that runs between the school and Trail Mark.

On MOTION by Mr. Weatherly, seconded by Ms. Hartley, with all in favor, the Change Order—Trailmark Phase 1 (Vallencourt Construction), was approved.

3. Ratification of Requisitions 81-89 (2020 Bond Series)

Mr. Brecht reported the requestion summary with a number of requestions for consideration and ratification. With all of the considerations, the total resolution to be approved amounts to \$1,892,016.24.

On MOTION by Mr. Weatherly, seconded by Ms. Hartley, with all in favor, Requisitions 81-89, were ratified.

4. Consideration of Work Authorization No. 53 (Phase 9A, 9B, 9C CEI Services)

Mr. Brecht reported that this is the work authorization for ETM to provide CEI services on listed Phases. There is a task within this work authorization to work with the contractor on direct order purchase as mentioned in the above action item. The total of CEI services for construction inspection and plat coordination is \$101,368.

On MOTION by Mr. Weatherly, seconded by Ms. Hartley, with all in favor, Consideration of Work Authorization No. 53 (Phase 9A, 9B, 9C CEI Services), was approved.

C. Manager's Report

Mr. Oliver noted that staff has started the budget process for Fiscal Year 2022, which runs from October 1st, 2021 to September 30, 2022. Florida Statutes requires a proposed budget be presented by June 15th of each year. The proposed budget will be presented at the June 9, 2021 regular Board of Supervisor's meeting. A public hearing will be held no sooner than 60 days after approval of the proposed budget to be held on August 18th.

Mr. Oliver went over some emails he received from residents with requests. One email was asking about security measures at the amenity center. Security matters are considered exempt and confidential, but he can say that the District is contracting with a company called Envera and they will provide additional and higher quality cameras for the amenity center.

Another request was regarding benches along Trailmark Drive allowing walkers, runners, and bicyclists to have a resting spot. It is a budget issue, and they will take a look at it and could possibly be considered in the 2022 budget process. Mr. Oliver will work with the operations manager to look at pricing.

The last question was about transparency regarding the Master Plan especially for future amenities. The Board has yet to approve any expansion of future amenities. The District does not maintain the Master Plan, it evolves as different phases are built. The developer will make the most current Master Plan available to be viewed in the amenity center.

One resident had submitted an impressive proposal to pursue golf cart designation for the TrailMark community. There is a process to get the designation from the county. The Chairman

has directed staff to review the first steps of the process, which includes an engineering plan to determine the improvements and estimated costs necessary to qualify for golf cart community designation status. A cost estimate will be developed for Board discussion.

D. Operations/ Amenity Manager

1. Report

Mr. Boyer reported the Facility Manager’s report to the Board and in summary they are getting the amenities and the pool back up for resident use. The chair swings that were ordered at the previous meeting should be arriving next week. He reported on ventilation for the camp house and the information they got from two different outside vendors. If the Board was looking to make more of a breezeway there would have to be additional capital costs and re-weatherproof the inside because the inside is not meant to be exposed to the elements.

2. Proposals for Dog Park Benches

Mr. Boyer presented a proposal to the Board to purchase benches for the dog park. To purchase four benches totaling \$6,564. They are the same benches that can be found throughout the community so they will match.

On MOTION by Mr. Kern, seconded by Mr. Weatherly, with all in favor, Proposal for Dog Park Benches Totaling \$6,564, was approved.

ELEVENTH ORDER OF BUSINESS

Supervisor’s Requests and Audience Comments

Mr. Oliver asked for any supervisor’s requests or comments. There being none, he opened the floor to audience comments.

- Resident talked about the pocket park near Crosswood Court and how they have been complaining about the park beginning in 2019. He would like the park to be properly maintained and it has been an ongoing issue. There were two benches that were never installed. He also believes the plans called for an irrigation system that was never installed.

On MOTION by Mr. Weatherly, seconded by Ms. Hartley, with all in favor, the Meeting was adjourned.


Secretary/Assistant Secretary


Chairman/Vice Chairman