

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, January 18, 2023 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
Wendy Hartley	Vice Chairperson
Darren Glynn	Supervisor
Barbara Bland	Supervisor
Michelle Sutton	Supervisor

Also, present were:

Jim Oliver	District Manager
Joe Brown <i>by phone</i>	District Counsel
Zach Brecht	District Engineer
Alex Boyer	Operations Manager
Joe Cornelison	GreenPointe
Kevin Anderson <i>by phone</i>	Dream Finder Homes
Samantha Hawkins	GreenPointe
Stephanie Douglas	Operations

*The following is a summary of the actions taken at the January 18, 2023 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. Three Supervisors were in attendance at the meeting constituting a quorum. Two new Supervisors were sworn in during the meeting.

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**SECOND ORDER OF BUSINESS**

**Audience Comments**

Mr. Oliver explained the comment protocol for audience comments and opened the floor to audience members. An audience commented asked about the minutes and how to get items or suggestions on the agenda.

**THIRD ORDER OF BUSINESS**

**Organizational Matters**

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

Mr. Oliver performed the oath of office to the new Supervisors, Barbara Bland and Michelle Sutton, which are both residents and qualified to run for office. He noted this is the first meeting since the general election. He reviewed the Sunshine Law and Public Records Law. Mr. Brown expanded on the Sunshine Law and social media issues.

**B. Election of Officers, 2023-03**

Mr. Oliver noted the election of officers is required by Florida statutes. He reviewed the current slate of officers with Mr. Kern as Chair, Mr. Taylor as Vice Chair. After discussion the Board agreed to keep Mr. Kern as Chair, Ms. Hartley will serve as Vice Chairperson, and the remaining Board members will serve as Assistant Secretaries.

On MOTION by Mr. Kern, seconded by Ms. Hartley, with all in favor, Resolution 2023-03 Election of Officers with Mr. Kern as Chair, Ms. Hartley as Vice Chairperson, Ms. Sutton, Mr. Glynn, and Ms. Bland as Assistant Secretaries, and the Members of GMS Office as Secretary, Treasurer and Assistant Secretaries and Treasurers, was approved.

**FOURTH ORDER OF BUSINESS**

**Approval of Minutes of the November 16, 2022 Meeting**

Mr. Oliver asked for any comments or changes to the November 16, 2022 meeting minutes. The Board had no changes to the minutes.

On MOTION by Mr. Kern, seconded by Ms. Hartley, with all in favor, the Minutes of the November 16, 2022 Meeting, were approved.

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**FIFTH ORDER OF BUSINESS****Matters Related to Series 2022 Bonds**

Mr. Oliver noted at the November meeting the Board took all necessary action that was needed, and no action was required today. He added the District will be in position to issue bonds when the financial conditions are optimal.

**SIXTH ORDER OF BUSINESS****Consideration of Proposals for TrailMark East Parcel Phase 3 Construction**

Mr. Brecht provided an overview of the proposals. The Board reviewed and ranked the proposals for TrailMark East Parcel Phase 3 Construction. This resulted in the rankings of Jax Utilities Management #1, Vallencourt #2, and Besch & Smith #3.

On MOTION by Mr. Kern, seconded by Ms. Hartley, with all in favor, the Proposals for TrailMark East Parcel Phase 3 Construction with the Rankings of Jax Utilities Management #1, Vallencourt #2, and Besch & Smith #3, was approved.

**SEVENTH ORDER OF BUSINESS****Consideration of Construction Proposals for Amenity Center Expansion**

Mr. Oliver stated they did not have these proposals today; the proposals are still being reviewed. He noted that Mr. Haber had suggested continuing this meeting to have time to review the proposals and send to Board Members for review and come back to the continued meeting. Mr. Oliver noted the location availability was for January 30, February 1, and February 3 and stated that three Board members would be needed. After discussion the Board decided on January 30, 2023 at 2:00 p.m. for the continued meeting. It was requested the informational documents be forwarded to the Board. A question was asked about scoring. Mr. Kern explained the RFP, scoring process, and the timeline.

**EIGHTH ORDER OF BUSINESS****Consideration of Proposal to Resurface Pickleball Court**

Mr. Kern reviewed the proposal for resurfacing the pickleball court. He noted the proposal is from Carlton Construction for \$28,250. He noted the scope of work is included and is comprehensive and could be started as soon as March. Mr. Kern suggested approval of a not to exceed amount of \$31,000. The \$2,500 for concrete was discussed and would be added as an option if the Board decided at a later date to have this added.

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Ms. Hartley asked if this was the only proposal received. Mr. Kern noted this was requested as an alternate with the main construction proposals and was the most competitive. The question was asked why the RFP process was not followed with this proposal. Mr. Kern asked that Mr. Brown comment on why some projects were considered and others were ranked. Mr. Brown explained the difference in Florida statute with regard to public bidding. He noted with this project is a smaller project and is under the threshold requiring it to go out to bid. The question was asked about the amount of the threshold, but it was noted it was different for different services. Mr. Kern noted for construction project it was somewhere around \$500,000. Updates on the status of the courts were provided and updates on the budget status. Mr. Kern noted funding for this project will come through the general fund. He explained the Developer funding and currently the deficit funding with the Developer. The question was asked how often the courts would need to be resurfaced. Mr. Kern stated around 6 years. It was asked about the nets on the pickleball courts and asked if it was included in this cost. Mr. Kern noted they had been replaced not too long ago.

On MOTION by Mr. Kern, seconded by Ms. Hartley, the Proposal from Carlton for Resurfacing the Pickleball Courts with a Not to Exceed of \$31,000, was approved.

#### **NINTH ORDER OF BUSINESS**

#### **Ratification of Lump Sum Relocation Agreement with FPL for TrailMark Phase 10**

Mr. Oliver noted this has already been executed. Mr. Kern explained that he had executed in between meetings in the interest of time. He explained the electrical feed issue in Phase 10 and that the powerline needs to be relocated. He noted that this will fall under the capital project funding. He answered the question about effects on that part of the community with it being little to no downtime.

On MOTION by Mr. Kern, seconded by Mr. Glynn, with all in favor, the Lump Sum Relocation Agreement with FPL for TrailMark Phase 10, was ratified.

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**TENTH ORDER OF BUSINESS**

**Ratification of Underground Electric Service Agreement with FPL for TrailMark Phase 10**

Mr. Kern noted this is typical of all the electrical agreements. There is no cost to the District.

On MOTION by Mr. Kern, seconded by Ms. Sutton, with all in favor, the Agreement with FPL for TrailMark Phase 10 for Underground Electrical Service, was ratified.

**ELEVENTH ORDER OF BUSINESS**

**Other Business**

There being none, the next item followed.

**TWELFTH ORDER OF BUSINESS**

**Staff Reports**

**A. Attorney**

Mr. Brown noted there were no further reports.

**B. Engineer**

1. **Consideration of Requisitions 164 2020 Assessment Area 2, Phase 3A (East Parcel Phase 1)**
2. **Consideration of Requisitions 165 2020 Assessment Area 2, Phase 3A (East Parcel Phase 1)**
3. **Consideration of Requisitions 168 – 169 2021 Capital Improvement Review Bonds, Assessment Area 3, Phase 1 (Phases 9 & 11)**
4. **Consideration of Requisitions 170 – 175 2021 Capital Improvement Review Bonds, Assessment Area 3, Phase 1 (Phases 9 & 11)**
5. **Consideration of Requisitions 37 – 39 2021 Capital Improvement Revenue Bonds, Assessment Area 3, Phase 2 (Phase 10)**
6. **Consideration of Requisition 40 – 43 2021 Capital Improvement Review Bonds, Assessment Area 3, Phase 1 (Phases 9 & 11)**
7. **Ratification of Requisitions 91 – 97 2021 Capital Improvement and Refunding Revenue Bonds (AA2, Phase 3B)**
8. **Consideration of Requisitions 98 – 102 2021 Capital Improvement and Refunding Revenue Bonds (AA2, Phase 3B) (East Parcel Phase 2)**

Mr. Brecht reviewed the requisitions to be considered by the Board. These are invoices for work received and need ratifying. The requests to be approved and signed off by the Chair.

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On MOTION by Mr. Kern, seconded by Ms. Hartley, with all in favor, the Requisition Summary 1-8, was ratified and approved as presented.

**9. Ratification of Carter Environmental Services Proposal Pacetti Road Buffer Protected Tree Inventory**

Mr. Brecht reviewed the proposal for ratification.

On MOTION by Mr. Kern, seconded by Ms. Sutton, with all in favor, the Carter Environmental Services Proposal Pacetti Road Buffer Protected Tree Inventory, was ratified.

**10. Ratification of SES Environmental Resource Solution, LLC Trailmark (East Phase 2/3, Phases 9, 10 and 12 additional services for Environmental Permitting)**

Mr. Brecht reviewed the proposal for ratification. There was a not to exceed of \$16,000.

On MOTION by Mr. Kern, seconded by Ms. Sutton, with all in favor, the SES Environmental Resource Solution, LLC TrailMark (East Phase 2/3 9, 10,and 12 Additional Services for Environmental Permitting), was ratified.

**C. Manager**

Mr. Oliver reviewed the requirement of the financial audit by an independent CPA. He added the Board selects the auditor through the RFP process and the fiscal year ended on September 30, 2022 and the audit is near completion. He expects the completed audit to be presented at the February meeting.

**D. Operations / Amenity Manager – Report**

The Operations and Amenity Report was presented for the Board. The upcoming events were reviewed and it was noted that all are available on the website calendar.

Mr. Boyer reviewed updates and current projects on maintenance. He reviewed the issues with controls and electrical board options and installation, pressure washing, work on pool and algae treatments. Ongoing projects were discussed and equipment issues, Phase 1 and Phase 2 entrance closures and fitness center equipment, flooring, and painting. He discussed the equipment

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sales and the issues with the arrival of new equipment. He addressed vendor issues, and the process for paying for all projects.

He discussed the Sitec agreement that will go into effect in March. Phase 9 will be added. The additional costs and the monthly service total will now be over \$2,700. He asked for approval from the Board to proceed. Board member asked how often they had received bids on this. Mr. Boyer noted this was done 2½ years ago and typically additional services are added. He added landscaping was bid out not long ago, and these decisions are based off Board direction. Mr. Kern noted the maintenance agreements are generally annual with the ability to renew and unless there is a significant price increase, or deficiency in the services, we generally hold with the renewal. It was noted to possibly shop around and look at different proposals for this service. Discussion continued on the bidding process, problems with the lakes and ponds, process for communication with vendors on any issues, and seeking proposals on pond maintenance. Mr. Kern clarified this was for the addition and adding of new ponds. He added there are ways to check if pricing is competitive and working with a vendor. He added the service did not need to start until March and Phase 9 is already included and they should look at including Phase 11A and 11B. After discussion of the bidding process and additions of the 28 ponds and 54 acres, the Board decided to bring proposals to the next meeting.

Pool maintenance agreement was discussed and the cost of chemicals. He noted the new proposals will include cleaning services only and they will discontinue providing chemical. This cost will be \$16,500 monthly. He noted they currently pay \$15,075 which includes chemicals. He added this may be an opportunity to pursue options for other service contracts and a chemical service contract. The Board asked about storage, and Mr. Boyer noted they have available storage. A timetable has not been given at this point, but they would have to give us 30 days.

The Board asked staff to solicit proposals for pool cleaning and pool chemicals for the February meeting.

On MOTION by Ms. Bland, seconded by Mr. Glynn, with all in favor, Directing Staff to Solicit Proposals for Pool Maintenance and Pool Chemical Services, was approved.

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**THIRTEENTH ORDER OF BUSINESS**

**Supervisor's Requests and Audience Comments**

Mr. Oliver asked for Supervisor's requests.

**Supervisor Requests:**

- Security Camera locations and vandalism issues were discussed and how to identify and share this information with the Board. The process, costs, pool side monitoring,
- landscaping issues, sodding, Flowers and amenity center.
- Sidewalk proposals, flowerbeds, grass, and sodding.
- Solicit proposals for pond maintenance and scope of services.

**Audience Comments:**

- Resident commented on park at the playground sinking areas near sidewalk and concerns with safety. Alex and Zach are working to identify root of issue and a plan to address the problem.
- Another resident asked about looking a per person usage for pool miniatous and comment on security devices.
- Resident commented on vandalism areas and security cameras and usage of photographs to identify Traffic light status. Residents ask about District publishing/posting/sharing pictures on Facebook. Mr. Kern stated they would seek advice of legal Counsel. Mr. Brown commented on some concerns with this process, repercussions, liability, and restrictions on releasing security records. He noted he will relay this to his staff and bring back guidance to the Board.
- Residents asked about new amenity center, pool access and other amenities access. Mr. Kern noted that new rules and policies need to be adopted.
- Water level concern and is irrigation necessary in certain areas. Mr. Kern explained the permits and process.
- Pond algae problems, irrigation, sand mounds, water levels, and potential erosion at pond within Reverie community, amenity center dredging and clean up. Mr. Anderson (Phone) commented on the clean-up of amenity pond banks and the issues and vendors to address the steepness of the area. He added they are seeking a solution. Mr. Kern noted he would work with Mr. Anderson to solve the issues.



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Discussion ensued on treatment of algae, specific treatment, and stormwater management.

- Continued discussion of ponds, stormwater management and water view lots and removal of sand.
- Resident requested the status of Reverie amenity and status of delivery and installation of new fitness center equipment. Concerns with overcrowding and usage of treadmills. Discussion ensued on maintenance on the old equipment and various issues.
- Discussion ensued on communication from CDD to residents on various issues, timing, and process. Mr. Kern explained the efforts from the Developer and the Board on communication, timing, notification, funding, and transparencies.
- Another resident asked about safety on specific intersection is dark and the request for additional streetlighting in certain areas is needed.
- Another resident asked for understanding and how to look at drawings of the CDD. Mr. Kern noted the District Engineer can provide those at any time.
- Updates on traffic light and Mr. Kern noted there is projected study in progress. This resident ask about sidewalks in Reverie.
- Concerns on pool capacity and plans to handle if capacity is reached. It was noted the capacity is posted.

#### **FOURTEENTH ORDER OF BUSINESS                      Financial Reports**

##### **A. Balance Sheet as of December 31, 2022 and Statement of Revenues and Expenses for the Period Ending December 31, 2022**

Mr. Oliver presented the financials through December 31, 2022 to the Board. He noted this is three months into the fiscal year and there are no unusual variances.

##### **B. Assessment Receipt Schedule**

Mr. Oliver noted as of December 15, 2022 the District is at 28% collected. He noted many will be collected in January and the District is in good shape to be fully collected.

##### **C. Check Register**

Mr. Oliver presented the check register and asked for a motion to approve.

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

**FIFTEENTH ORDER OF BUSINESS**

**Next Scheduled Meeting – February 15, 2023 at 2:00 p.m.**

Mr. Oliver noted the next regular meeting date will be February 15, 2023, at 2:00 p.m. at their current location.

**SIXTEENTH ORDER OF BUSINESS**

**Continuation of Meeting**

On MOTION by Mr. Kern, seconded by Ms. Sutton, with all in favor, the meeting was continued to January 30, 2023 at 2:00 p.m. at WGV Renaissance.

DocuSigned by:  
*Jim Oliver*  
Secretary/Assistant Secretary

DocuSigned by:  
*Gregg Kern*  
Chairman/Vice Chairman