

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, November 26, 2024 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:

Michelle Sutton	Chairperson
Heather Brofford	Vice Chairperson
Wendy Hartley	Supervisor
Jacob Dunn	Supervisor

Also, present were:

Jim Oliver	District Manager
Wes Haber <i>by phone</i>	District Counsel
Scott Wild <i>by phone</i>	District Engineer
Alex Boyer	Operations Manager, RealManage
Stephanie Douglas	OnPlace
Matthew Reid	First Service, Reverie HOA
Sarah Sweeting	GMS
Daniel Laughlin	GMS
Joe Durkin	Brightview

The following is a summary of the actions taken at the November 26, 2024 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.

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SECOND ORDER OF BUSINESS

Audience Comments

Mr. Oliver noted this is the audience’s opportunity to comment on items specific to today’s agenda. There will also be an audience comment period later in the meeting on any items pertaining to the CDD. He asked for any comments regarding today’s agenda. There being no comments, the next item followed.

THIRD ORDER OF BUSINESS

Organizational Matters

A. Oath of Office for Newly Elected Supervisors

Mr. Oliver administered the oath of office to the new Supervisors, Heather Brofford and Jacob Dunn. Ms. Mindy Gellman was previously sworn in.

B. General Information for New Supervisors

Mr. Oliver provided an overview on Supervisor’s responsibilities, the Sunshine Law, public records law, and ethics law.

**The meeting recording commenced at this time.*

C. Election of Officers, Resolution 2025-04

The audio began with Board discussion on having Ms. Sutton serving as Chair and agreement on the Chair position. Ms. Brofford agreed to the position of Vice-Chair.

Mr. Oliver reviewed the responsibilities of each officer and the positions of Chair and Vice-Chair. The members made the decision on the officers to be Michelle Sutton as Chair, Heather Brofford as Vice-Chair, Jacob Dunn, Wendy Hartley and Mindy Gellman as Assistant Secretaries. All remaining officers remained the same.

On MOTION by Mr. Hartley, seconded by Mr. Dunn, with all in favor, Resolution 2025-04 Election of Officers with Michelle Sutton as Chair, Heather Brofford as Vice-Chair, Jacob Dunn, Wendy Hartley, and Mindy Gellman as Assistant Secretaries and Other Staff Remained the Same, was approved 4-0.

FOURTH ORDER OF BUSINESS

Brightview Report

Mr. Durkin presented the updates to include the costs, and future changes that could be made. He provided updates to include the Quality Site Assessment to include the mowing

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schedule, edging, trimming, and detailed rotating on the beds and shrubs. He added comments on the type of grass being used, the weeds, and the dirt obstruction for visibility issues on Ferndale.

The board added comments, and discussion was held on ideas that have never been acted upon, the lack of action on topics, the sprinkler system in the area, board expectations, costs analysis, graphic designs, bushes that block other views, the process of growing out before cutting back shrubs. Another question was asked about the site assessment concerns on the sink hole and storm drain repair. He discussed the proposals for replacement, insurance reimbursements, police report needed on the damage from a driver, plans for planting and approval, a request for reports for meetings on green area spacing and other concerns to include in the reports. Mr. Durkin asked the board for open communication of board concerns and reporting at meetings.

FIFTH ORDER OF BUSINESS

Approval of Consent Agenda

A. Engineer Items

- 1. Ratification of Requisition No. 91 (2021 Bond Series (AA3, Phase 2))**
- 2. Ratification of Requisitions No. 172 (2021 Bond Series (AA2, Phase 3B))**
- 3. Ratification of Requisition No. 92 (2023 Bond Series (AA2, Phase 3C))**
- 4. Ratification of Requisition No. 81A (2023 Bond Series (AA3, Phase 3))**
- 5. Ratification of Requisition Nos. 9-10 (2024 Bond Series)**

Mr. explained the requestions were reviewed and approved by the engineer and comply with the engineer's report. These items were already paid and only need ratification. Mr. Wild stated he would answer any questions.

B. Ratification of Agreements/Proposals

- 1. Agreement with Onsite Industries, LLC for Street Signage**
- 2. Agreement with Brightview Landscape Services, Inc. For Phase 11 Install**

Mr. Oliver noted the agreements were for street signage and Phase 11 install. Mr. Wild noted these were standard agreements with the scope of work and the costs were consistent with what they see in the field.

C. Approval of Minutes of the November 1, 2024 Meeting

D. Balance Sheet as of October 31, 2024 and Statement of Revenues and Expenses for the Period Ending October 31, 2024

E. Assessment Receipt Schedule

F. Check Register

Mr. Oliver noted the minutes were from the November 1, 2024 meeting.

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On MOTION by Ms. Sutton, seconded by Ms. Brofford, with all in favor, the Consent Agenda, was approved 4-0.

SIXTH ORDER OF BUSINESS

Consideration of Agreement with Brightview for Landscape & Irrigation Maintenance Services

Mr. Oliver stated this agreement is for irrigation maintenance services. He noted the last Board had gone through the RFP process and selected Brightview for this service. He asked for approval of the total of \$422,000. He added comments regarding the process and the board options. Board member Sutton commented she was disappointed in the agreement and the cost being over budget. She felt the board should look at going through the process again in 2025. Discussion ensued on the costs, the sections not incorporated into the scope, going out to bid again in the future, and the difference in costs from approval of the last year. The board asked Mr. Boyer about sections left out of the scope.

Mr. Boyer stated the current number does not include phase 9, 10 11, and 12. The increase adds these phases. There were some areas not installed and areas that will need to be added and will add to the cost. Discussion ensued on landscaping, adjustments to the budget, and looking at going out for the RFP process. Mr. Oliver noted something had to be determined by December 31st and new discussion could occur in March for the 2026 budget. Other discussion occurred on board involvement, replacement of plants, maintaining landscaping, reoccurring costs, pursuing other vendors, extreme costs, budget planning for 2025, moving forward with this agreement for now, paring down costs in the future.

On MOTION by Ms. Sutton, seconded by Ms. Brofford, with all in favor, the Agreement with Brightview for Landscape and Irrigation Maintenance Services, was approved 4-0.

SEVENTH ORDER OF BUSINESS

Consideration of Increase for Facility Coordinator (*TrailMark*)

Mr. Boyer reviewed the current contract for the Facility Coordinator and noted there had not been an increase for several years. He asked for a 5% increase from \$30/hour, and he asked for \$31.10 for the 40 hours he is working. The Board discussed his performance, and the increase.

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After discussion the Board agreed to a 5% pay increase for the Facility Coordinator starting January 2025.

On MOTION by Ms. Hartley, seconded by Mr. Dunn, with all in favor, the, Pay Increase for the Facility Coordinator, was approved 4-0.

EIGHTH ORDER OF BUSINESS

Consideration of Proposals

A. Pool Repairs (*TrailMark*)

Mr. Boyer reviewed the proposals and options for pool repairs to include expansion joint issues, area of missing coping, accidents occurred due to issues, proposal from pool installer rates, and other problems. He discussed the concrete and proposals for patching, the various costs, and full resurfacing of pool options.

He asked for approval of the pool expansion joints, the timeline for the services, and the explanation of the pool expansion joint and its purpose. He added this was a proposal through the developer and was a needed repair. The board discussed the costs, the developer, the current pool provider, proposal costs, warranties, scope of services and comparison of costs, security system for monitoring, vandalism issue, and the CMSRP and Clayton comparison of costs and scope.

After discussion the board made the decision to have additional scope and services developed and comparisons of costs and having Mr. Boyer work with Chair for approval to move forward. The board requested the repairs be completed by spring break.

On MOTION by Ms. Brofford, seconded by Mr. Dunn, with all in favor, Directing Mr. Boyer to Work with the Chair for New Pricing Options and Final Repair, approved 4-0.

B. Pine Straw Installation (*TrailMark*)

Mr. Boyer reviewed the costs of pine straw annual installation increases due to the added Phases, and the schedule for installation to help weed control. Mr. Oliver stated the budget was for \$120,000, and this was for \$116,790.63 and is within budget for annual costs. Mr. asked about the source for pine straw and possible reduction of costs from another supplier.

On MOTION by Ms. Brofford, seconded by Ms. Sutton, with all in favor, Installation of Pine Straw, was approved 4-0.

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NINTH ORDER OF BUSINESS

Other Business

There being no comments, the next item followed.

TENTH ORDER OF BUSINESS

Staff Reports

A. Attorney

Mr. Haber reviewed the process of approval and paying of construction projects and capital improvement projects. He explained general funds, the landscaping funds, maintenance funds, and capital projects, ratifications, bond proceeds, how to continue the process moving forward without waiting for monthly meetings, and the district engineer’s role in approval of projects.

He asked for a motion for delegation of authority for Chair and Vice-Chair to authorize capital improvement items be signed off on with the staff and board signing. The board asked that they always have the authority to not sign and have items come before the board, instead of signing off.

On MOTION by Ms. Hartley, seconded by Ms. Brofford, with all in favor, the Capital Related Items and Delegation of Authority, was approved.

B. Engineer – Update Regarding Status of Traffic Signal at Front Entrance

Mr. Wild reviewed the status of the traffic signal at the front entrance. He updated the boarded and noted plans have been submitted to the county, corrections were made, and resubmitted. He stated it should be ready in 30 days and would be ready for bid process. He noted the timeline concerns.

Questions were asked about the light and options for green, signals for turning, and other options. Mr. Wild stated they are bound by requirements. Ms. Sutton asked for an explanation and the concern with the process and timelines. Mr. Wild explained the complications of traffic signals, the process for getting a signal approved, the fabrication of the metal posts timeline, the permits, other complications for approval, and the final timeline for 18-24 months.

C. Manager

Mr. Oliver stated the property tax had increased and assessment are at 3%, but they should be fully collected by the end of March.

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D. TrailMark Reports

1. Operations (*RealManage*) – Report

Mr. Boyer provided an update on recent maintenance projects to include the air conditioner in the gymnasium working at 50% capacity, options for repairs or replacement and cost. He added they are working on proposals and problems with repairs. He explained further the problems with the air, cooling, and repairs and other options. The board asked for explanation on the differences with repairs. Discussion ensued on the chiller, the electric board, ceiling height impact, fans, air circulation, the credit and other concerns and options. The board asked about community complaints and how to move forward.

He noted they are waiting for vendor to fix the screen door in the Camphouse. He added comments about security, and noted this was not an issue of a vandalism. After discussion the board direction was given to have them work with Mr. Boyer to finalize proposals.

Other concerns were noted on the pickleball court net to be reinstalled.

2. Lifestyles (*OnPlace*) – Report

Ms. Douglas updated the Board on recent and upcoming events.

E. Reverie Reports (*First Service*)

1. DFH Updates

Mr. Reid provided an update regarding Reverie access control to include all gates are functional, new umbrellas have been received and have been placed, landscaping provided Beir Garden cleanup and Thanksgiving Friends and Family Feast.

2. Operations (*First Service*)

3. Lifestyles (*OnPlace*) – Report

ELEVENTH ORDER OF BUSINESS

Supervisor’s Requests

Ms. Sutton addressed concerns regarding the process to stock carp in two lakes at TrailMark and Reverie and the process for obtaining a permit. It was explained the permit was completed and there was pending approval needed an updated map, barriers and buffers. It was noted there was a cost associated for creating a map. Mr. Wild proposed a not to exceed amount

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of \$5000 but expected the costs to be less. Ms. Sutton asked if this had not been completed before and Mr. Wild's company would have to create this.

It was noted there are 37 lakes that will be the maximum in the community and the concern of adding this on to a map. Mr. Wild noted they should create a map to include all lakes. Ms. Sutton voiced concerns of creating the inflow and outflow map and installation of carp. She noted this was not something she had experienced before and was concerned with the request.

Discussion continued for the need for carp, algae control, lake updates, other option for pumps, aerators, costs, maintenance problems, other solutions, timeline for carp installation, experiment of 1 lake, issues with the maps, other solutions and using other vendors. Mr. Boyer suggested the board coming up with a scope for the work to be done so proposals would be comparable. Other suggestions were using universities to give solutions to the board on the issues, comments on the concerns with current lake vendor, clarification of the scope of services, costs, other options for finding solutions.

After discussion the Board requested lake maintenance proposals to be provided at the February meeting.

TWELFTH ORDER OF BUSINESS

Audience Comments

- Audience member commented on the pond flow maps and solutions for all ponds.
- Susan Newman commented on the air conditioner in the gymnasium and if it was a design problem and other recourses for repair.
- Mike commented on the need for a 3-way stop sign and issues, and the need for a flagpole in front of the amenity center entrance.
- Michelle Clee commented on the Brightview landscaping upgrades, street signs from tornado are still down, and the Camphouse screen. It was noted an audit is being conducted on the issues from the tornado and other solutions and options.
- Steve commented on issues with racquetball, options to upgrade the floors in the Camphouse and overall cleanup and future plans, and pickleball and basketball area shrub updates.

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THIRTEENTH ORDER OF BUSINESS

Next Scheduled Meeting – December 11, 2024 at 2:00 p.m.

The next regular meeting will be December 11, 2024, at 2:00 p.m. Mr. Oliver asked about rescheduling due to Ms. Hartley not being available. The board agreed to keep the meeting date as scheduled.

Mr. Oliver provided an updated on the license place meter updates

FOURTEENTH ORDER OF BUSINESS

Adjournment

Mr. Oliver asked for a motion to adjourn.

On MOTION by Ms. Sutton, seconded by Ms. Hartley, with all in favor, the meeting adjourned.

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Signed by:
Daniel Laughlin
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Secretary/Assistant Secretary

Signed by:
Michelle Sutton
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Chairman/Vice Chairman