

**MINUTES OF MEETING
CREEKSIDE AT TWIN CREEKS
COMMUNITY DEVELOPMENT DISTRICT**

The Board of Supervisors of the Creekside at Twin Creeks Community Development District held a Regular Meeting on May 16, 2022, at 11:30 a.m., at the Home2Suites by Hilton St. Augustine I-95, 270 Outlet Mall Blvd., St. Augustine, Florida 32084.

Present at the meeting, were:

John Kinsey	Chair
Bryan Kinsey	Vice Chair
Cora DiFiore (via telephone)	Assistant Secretary
Jared Bouskila	Assistant Secretary

Also present, were:

Daniel Rom	District Manager
Mark Watts (via telephone)	District Counsel
Neal Brockmeier (via telephone)	District Engineer
Jennifer Ferrell	Resident

FIRST ORDER OF BUSINESS

Call to Order/Roll Call

Mr. Rom called the meeting to order at 11:31 a.m.

Supervisors Bouskila, John Kinsey and Bryan Kinsey were present, in person. Supervisor DiFiore was attending via telephone. Supervisor Jordan was not present.

SECOND ORDER OF BUSINESS

Public Comments

There were no public comments.

THIRD ORDER OF BUSINESS

**Acceptance of Resignation of Supervisor
Robert S. Jordan, Seat 3 (*Term Expires
November 2022*)**

Mr. Rom presented Mr. Robert Jordan's resignation letter.

On MOTION by Mr. John Kinsey and seconded by Mr. Bryan Kinsey, with all in favor, the resignation of Mr. Robert Jordan, from Seat 3, was accepted.

FOURTH ORDER OF BUSINESS

Consider Appointment of Qualified Elector to Fill Unexpired Term of Seat 3

A. Administration of Oath of Office to Newly Appointed Supervisor *(the following will be provided in a separate package)*

- I. Guide to Sunshine Amendment and Code of Ethics for Public Officers and Employees**
- II. Membership, Obligations and Responsibilities**
- III. Financial Disclosure Forms**
 - a. Form 1: Statement of Financial Interests**
 - b. Form 1X: Amendment to Form 1, Statement of Financial Interests**
 - c. Form 1F: Final Statement of Financial Interests**
- IV. Form 8B - Memorandum of Voting Conflict**

B. Consideration of Resolution 2022-01, Designating Certain Officers of the District, and Providing for an Effective Date

These items were deferred.

Mr. John Kinsey wants to advertise the vacancy and seek a resident to serve on the Board. He will work with the District Manager accordingly.

Mr. Rom stated he will coordinate with the HOA to send information to residents.

FIFTH ORDER OF BUSINESS

Update: Stormwater Reporting Requirements

- Ratification of Prosser, Inc., Proposal to Provide Stormwater Management Needs Analysis Report**

Mr. Rom discussed new legislation that requires CDDs to prepare a 20-year Stormwater Management Needs Analysis Report to document the CDD’s anticipated future stormwater

system needs. The initial Report must be submitted by June 30, 2022, then every five years thereafter. He presented the Prosser, Inc., proposal, previously executed by the Chair.

On MOTION by Mr. John Kinsey and seconded by Mr. Bryan Kinsey, with all in favor, the Prosser, Inc., proposal for preparation of the 20-Year Stormwater Management Needs Analysis Report, in the lump sum amount of \$7,000, and an \$3,000 fee for meeting coordination, was ratified.

SIXTH ORDER OF BUSINESS

Consideration of Resolution 2022-02, Implementing Section 190.006(3), Florida Statutes, and Requesting that the St. Johns County Supervisor of Elections Begin Conducting the District’s General Elections; Providing for Compensation; Setting Forth the Terms of Office; Authorizing Notice of the Qualifying Period; and Providing for Severability and an Effective Date

Mr. Rom presented Resolution 2022-02. Seat 3, currently vacant, and Seat 5, currently held by Supervisor DiFiore, will be elected at the November 2022 General Election. The candidate qualifying period is noon on June 13, 2022 to noon on June 17, 2022. Candidates must be a citizen of the United States, at least 18 years of age, a legal resident of Florida and the CDD and be a registered voter in St. Johns County.

On MOTION by Mr. John Kinsey and seconded by Mr. Bryan Kinsey, with all in favor, Resolution 2022-02, Implementing Section 190.006(3), Florida Statutes, and Requesting that the St. Johns County Supervisor of Elections Begin Conducting the District’s General Elections; Providing for Compensation; Setting Forth the Terms of Office; Authorizing Notice of the Qualifying Period; and Providing for Severability and an Effective Date, was adopted.

SEVENTH ORDER OF BUSINESS

Consideration of Resolution 2022-03, Approving a Proposed Budget for Fiscal Year 2022/2023 and Setting a Public Hearing Thereon Pursuant to Florida Law; Addressing Transmittal, Posting and Publication Requirements; Addressing

Severability; and Providing an Effective Date

Mr. Rom presented Resolution 2022-03. He reviewed the proposed Fiscal Year 2023 budget, highlighting line item increases, decreases and adjustments, compared to the Fiscal Year 2022 budget, and explained the reasons for any adjustments. A notice was received advising that the insurance premiums will increase to \$10,300, which is very common across the industry despite no change to coverage limits. He stated that \$30,000 was budgeted for “Landscape maintenance” before the Tree Amigos Agreement was received, so the budgeted amount can be reduced if the Board is in agreement.

The following changes were made to the proposed Fiscal Year 2023 budget:

Page 1, “Insurance”: Increase \$8,976 to \$10,300

Page 1, “Landscape maintenance”: Decrease \$30,000 to \$20,000

On MOTION by Mr. John Kinsey and seconded by Mr. Bryan Kinsey, with all in favor, Resolution 2022-03, Approving a Proposed Budget for Fiscal Year 2022/2023, as amended, and Setting a Public Hearing Thereon Pursuant to Florida Law for August 23, 2022 at 11:45 a.m., at the Home2Suites by Hilton St. Augustine I-95, 270 Outlet Mall Blvd., St. Augustine, Florida 32084; Addressing Transmittal, Posting and Publication Requirements; Addressing Severability; and Providing an Effective Date, was adopted.

EIGHTH ORDER OF BUSINESS

Consideration of Resolution 2022-04, Designating a Date, Time and Location for Landowners’ Meeting of the District, and Providing for an Effective Date [Seat 4]

Mr. Rom presented Resolution 2022-04.

On MOTION by Mr. John Kinsey and seconded by Mr. Bryan Kinsey, with all in favor, Resolution 2022-04, Designating a Date, Time and Location of November 15, 2022 at 1:00 p.m., at the Home2Suites by Hilton St. Augustine I-95, 270 Outlet Mall Blvd., St. Augustine, Florida 32084; for a Landowners’ Meeting of the District, and Providing for an Effective Date, was adopted.

NINTH ORDER OF BUSINESS

Discussion/ Consideration: Agreement for Traffic Control on District Roads

Mr. Rom recalled that the Board approved this Agreement dependent upon receipt of a fee schedule from the Sheriff's office. He presented the Agreement and described the fee structure, which includes a three-hour minimum, at a minimum rate of \$40 per hour.

Mr. John Kinsey asked if the CDD can approve delegating responsibility for coordinating traffic control by the Sheriff on CDD roads to the HOA. Mr. Watts stated the CDD can approve enforcement and the Agreement can be approved, subject to the details being agreed upon between the HOA and the Sheriff's Office before it is executed.

On MOTION by Mr. John Kinsey and seconded by Mr. Bryan Kinsey, with all in favor, the Agreement for Traffic Control on District Roads, subject to the details being agreed upon between the HOA and the Sheriff's Office before it is executed, was approved.

TENTH ORDER OF BUSINESS

Discussion: Final Lift of Asphalt on CDD Streets

Mr. Bryan Kinsey stated the final lift of asphalt needs to be done on all roads within Creekside. To do this, a portion of the spine road must be repaired due to water seepage and problems from water in landscape islands. Changes, such as underdrains, will require landscape and irrigation replacement and repaving. The project must go out to bid for one contractor that can repair the underdrains and asphalt, subcontract landscaping and irrigation, and then do the final lift of asphalt. Engaging one contractor should eliminate issues between contractors. He asked Mr. Coomer, the Development Manager, to work with the District Engineer to develop plans for inclusion in a Request for Proposals (RFP) to be published within the next 45 days.

On MOTION by Mr. Bryan Kinsey and seconded by Mr. John Kinsey, with all in favor, authorizing the District Manager to work with the Chair and District Counsel to finalize and advertise a Request for Proposals, was approved.

ELEVENTH ORDER OF BUSINESS

Consent Agenda Items

Mr. Rom presented the following:

- A. Acceptance of Unaudited Financial Statements as of March 31, 2022**
- B. Approval of September 7, 2021 Public Hearings and Regular Meeting Minutes**

On MOTION by Mr. John Kinsey and seconded by Mr. Bryan Kinsey, with all in favor, the Consent Agenda Items, as presented, were accepted and approved.

TWELFTH ORDER OF BUSINESS

Staff Reports

- A. District Counsel: *Cobb Cole***

Mr. Watts stated, at the request of the District Manager, letters were sent to the residents who were discarding or planting materials in the conservation areas. Both residents responded; upon confirmation that the issues are addressed the matter will be settled.

- B. District Engineer: *Prosser, Inc.***

Mr. Brockmeier stated a draft of the Stormwater Management Needs Analysis Report would be emailed next week for review by the Board and Staff.

- C. Field Operations Liaison**

There was no report.

- D. District Manager: *Wrathell, Hunt and Associates, LLC***

Mr. Rom discussed information distributed and noted that the HOA was unaware that all the Phase II homes were on the same water meter as the Amenity Center. The County needs documentation from the CDD to the effect that the documents and authorizations attached are still considered valid by the CDD. He will work with the Chair in this regard.

- **NEXT MEETING DATE: May 24, 2022 at 12:15 P.M.**
- **QUORUM CHECK**

The next meeting will be held on August 23, 2022, rather than May 24, 2022.

THIRTEENTH ORDER OF BUSINESS

Board Members' Comments/Requests

There were no Board Members' comments or requests.

FOURTEENTH ORDER OF BUSINESS

Public Comments

There were no public comments.

FIFTEENTH ORDER OF BUSINESS

Adjournment

There being no further business to discuss, the meeting adjourned.

On MOTION by Mr. John Kinsey and seconded by Mr. Bryan Kinsey, with all in favor, the meeting adjourned at 11:51 a.m.

[SIGNATURES APPEAR ON THE FOLLOWING PAGE]



Secretary/Assistant Secretary



Chair/Vice Chair