

**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 Public Hearing and Regular Meeting on 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.

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
Nika Hosseini (via telephone)	Cobb Cole
Neal Brockmeier (via telephone)	District Engineer

FIRST ORDER OF BUSINESS

Call to Order/Roll Call

Mr. Rom called the meeting to order at 2:16 p.m. He noted that, due to difficulty establishing a quorum at 11:45 a.m., a notice was posted at the meeting location delaying the start time until a quorum could be established.

Supervisors John Kinsey, Bryan Kinsey and Bouskila were present, in person. Supervisor DiFiore attended via telephone. One seat was vacant.

SECOND ORDER OF BUSINESS

Public Comments

There were no public comments.

THIRD 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 to after the November 2022 General Election.

FOURTH ORDER OF BUSINESS

Public Hearing on Adoption of Fiscal Year 2022/2023 Budget

- A. **Proof/Affidavit of Publication**

The affidavit of publication was included for informational purposes.
- B. **Consideration of Resolution 2022-05, Relating to the Annual Appropriations and Adopting the Budget for the Fiscal Year Beginning October 1, 2022, and Ending September 30, 2023; Authorizing Budget Amendments; and Providing an Effective Date**

Mr. Rom presented the proposed Fiscal Year 2023 budget and reviewed changes since it was last presented.

On MOTION by Mr. Bryan Kinsey and seconded by Mr. Bouskila, with all in favor, the Public Hearing was opened.

No members of the public spoke.

On MOTION by Mr. Bryan Kinsey and seconded by Mr. Bouskila, with all in favor, the Public Hearing was closed.

Mr. Rom presented Resolution 2022-05.

On MOTION by Mr. Bryan Kinsey and seconded by Mr. Bouskila, with all in favor, Resolution 2022-05, Relating to the Annual Appropriations and Adopting the Budget for the Fiscal Year Beginning October 1, 2022, and Ending September 30, 2023; Authorizing Budget Amendments; and Providing an Effective Date, was adopted.

FIFTH ORDER OF BUSINESS

Consideration of Resolution 2022-06, Making a Determination of Benefit and Imposing Special Assessments for Fiscal Year 2022/2023; Providing for the Collection and Enforcement of Special Assessments, Including but Not Limited to Penalties and Interest Thereon; Certifying an Assessment Roll; Providing for Amendments to the Assessment Roll; Providing a Severability Clause; and Providing an Effective Date

Mr. Rom presented Resolution 2022-06.

On MOTION by Mr. Bryan Kinsey and seconded by Mr. Bouskila, with all in favor, Resolution 2022-06, Making a Determination of Benefit and Imposing Special Assessments for Fiscal Year 2022/2023; Providing for the Collection and Enforcement of Special Assessments, Including but Not Limited to Penalties and Interest Thereon; Certifying an Assessment Roll; Providing for Amendments to the Assessment Roll; Providing a Severability Clause; and Providing an Effective Date, was adopted.

SIXTH ORDER OF BUSINESS

Presentation of Audited Financial Report for the Fiscal Year Ended September 30,

2021, Prepared by Berger, Toombs, Elam, Gaines & Frank

Mr. Rom presented the Audited Financial Report for the Fiscal Year Ended September 30, 2021 and highlighted the pertinent information. There were no findings, recommendations, deficiencies on internal control, irregularities or instances of non-compliance; it was a clean audit. The Report was submitted to the Auditor General’s office timely.

SEVENTH ORDER OF BUSINESS

Consideration of Resolution 2022-07, Hereby Accepting the Audited Annual Financial Report for the Fiscal Year Ended September 30, 2021

Mr. Rom presented Resolution 2022-07.

On MOTION by Mr. Bryan Kinsey and seconded by Mr. Bouskila, with all in favor, Resolution 2022-07, Hereby Accepting the Audited Annual Financial Report for the Fiscal Year Ended September 30, 2021, was adopted.

EIGHTH ORDER OF BUSINESS

Consideration of Resolution 2022-08, Designating Dates, Times and Locations for Regular Meetings of the Board of Supervisors of the District for Fiscal Year 2022/2023 and Providing for an Effective Date

Mr. Rom presented Resolution 2022-08. Mr. Bryan Kinsey discussed potentially changing the meeting location to the following, subject to availability:

LOCATION: Beachwalk Clubhouse, 100 Beachwalk Club Drive, St. Johns, Florida 32259

On MOTION by Mr. Bryan Kinsey and seconded by Mr. Bouskila, with all in favor, Resolution 2022-08, Designating Dates, Times and Locations for Regular Meetings of the Board of Supervisors of the District for Fiscal Year 2022/2023, as amended contingent upon availability of the Beachwalk Clubhouse and confirmation from the two Supervisor-Elects and the Beachwalk Club Representatives, and Providing for an Effective Date was adopted.

NINTH ORDER OF BUSINESS

Discussion: Replacement for Field Operations Liaison

This item was deferred

TENTH ORDER OF BUSINESS

Consideration of Conservation Easement, Sketch and Description

Mr. Rom stated that District Engineer and District Counsel reviewed the documents and did not find any issues with these requests. Mr. Bryan Kinsey noted the easement area and recommended approval. Mr. Rom presented the following:

- A. Florida Power & Light Company Proposed Easement – Project Parcel #SJ-119**
- B. Florida Power & Light Company Proposed Easement – Project Parcel #SJ-121**
- C. About the District**
- D. Form W-9**

On MOTION by Mr. Bryan Kinsey and seconded by Mr. Bouskila, with all in favor, granting conservation easements to the Florida Power & Light Company for Project Parcels #S-119 and SJ-121, as presented, were approved.

ELEVENTH ORDER OF BUSINESS

Ratification of 20-Year Stormwater Management Needs Analysis Report

Mr. Rom discussed the new requirement. The Report was submitted to the County by the June 30, 2022 due date. The Board may want to consider reserving funds for the anticipated future needs. He responded to questions about the Statewide Stormwater Management Program and items the Report, which must be submitted every five years.

On MOTION by Mr. Bryan Kinsey and seconded by Mr. Bouskila, with all in favor, the 20-Year Stormwater Management Needs Analysis Report, was ratified.

TWELFTH ORDER OF BUSINESS

Consent Agenda Items

Mr. Rom presented the following:

- A. **Acceptance of Unaudited Financial Statements as of July 31, 2022**
- B. **Approval of May 16, 2022 Regular Meeting Minutes**

Mr. Watts joined the meeting at 2:31 p.m., via telephone.

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

THIRTEENTH ORDER OF BUSINESS

Staff Reports

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

Mr. Watts stated that two outstanding items were completed involving responding to questions about the contract and the Florida Power & Light (FPL) Easement Requests Mr. Rom informed Mr. Watts that the Board approved the FPL Easements.

Mr. Rom stated that the contract item Mr. Watts was referring to involved Staff working on finalizing the Request for Proposals (RFP) for the final lift of asphalt but the RFP is no longer necessary as the areas were conveyed in phases; therefore, the projects will be completed in phases so the expense will not meet the threshold amount to require going through the RFP process.

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

There was no report.

- C. **Field Operations Liaison**

There was no report.

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

- I. **Update: Traffic Control on CDD Roads**

Mr. Rom recalled the Board approved proceeding with this item at the last meeting and noted District Counsel confirmed an email is sufficient notification to the HOA to proceed.

The email that authorizes the HOA to engage the St. Johns County Sherriff’s Office for traffic enforcement control on CDD-owned right-of-ways was included in the agenda package.

II. NEXT MEETING DATE: September 27, 2022 at 12:15 P.M.

• QUORUM CHECK

The next meeting will be held on September 27, 2022.

FOURTEENTH ORDER OF BUSINESS

Board Members' Comments/Requests

There were no Board Members' comments or requests.

FIFTEENTH ORDER OF BUSINESS

Public Comments

There were no public comments.

SIXTEENTH ORDER OF BUSINESS

Adjournment

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

On MOTION by Mr. Bryan Kinsey and seconded by Mr. Bouskila, with all in favor, the meeting adjourned at 2:34 p.m.

[SIGNATURES APPEAR ON THE FOLLOWING PAGE]



Secretary/Assistant Secretary



Chair/Vice Chair