STILLWATER **COMMUNITY DEVELOPMENT** DISTRICT April 11, 2024 **BOARD OF SUPERVISORS REGULAR MEETING AGENDA**

AGENDA LETTER

Stillwater Community Development District OFFICE OF THE DISTRICT MANAGER 2300 Glades Road, Suite 410W•Boca Raton, Florida 33431 Phone: (561) 571-0010•Toll-free: (877) 276-0889•Fax: (561) 571-0013

April 4, 2024

ATTENDEES: Please identify yourself each time you speak to facilitate accurate transcription of meeting minutes.

Board of Supervisors Stillwater Community Development District

Dear Board Members:

The Board of Supervisors of the Stillwater Community Development District will hold a Regular Meeting on April 11, 2024 at 11:00 a.m., at the Holiday Inn Express, 2300 State Road 16, Saint Augustine, Florida 32084. The agenda is as follows:

- 1. Call to Order/Roll Call
- 2. Public Comments
- 3. Ratification of United Land Services First Amendment to Agreement for Provision of Landscape and Irrigation Maintenance Services
- 4. Consideration of Resolution 2024-04, Designating Dates, Times and Locations for Regular Meetings of the Board of Supervisors of the District for Fiscal Year 2024/2025 and Providing for an Effective Date
- 5. Acceptance of Unaudited Financial Statements as of February 29, 2024
- 6. Approval of March 7, 2024 Regular Meeting Minutes
- 7. Staff Reports
 - A. District Counsel: *Kutak Rock LLP*
 - B. District Engineer: Matthews Design Group
 - C. Field Operations Manager: Hampton Golf
 - D. District Manager: Wrathell, Hunt and Associates, LLC
 - NEXT MEETING: May 9, 2024 at 11:00 AM
 - QUORUM CHECK

Seat 1	Zenzi Rogers	IN PERSON	PHONE	No
SEAT 2	WILLIAM FITZGERALD	IN PERSON	PHONE	No
Seat 3	Chris James Mayo	IN PERSON	PHONE	No
Seat 4	MICHAEL DELLA PENTA	IN PERSON	PHONE	No
Seat 5	Kyler von der Osten	IN PERSON	PHONE	No

Board of Supervisors Stillwater Community Development District April 11, 2024, Regular Meeting Agenda Page 2

- 8. Supervisors' Comments/Requests
- 9. Public Comments
- 10. Adjournment

If you should have any questions or concerns, please do not hesitate to contact me directly at (561) 719-8675 or Ernesto Torres at (904) 295-5714.

Sincerely,

Stituthe

Craig Wrathell District Manager

FOR BOARD AND STAFF TO ATTEND BY TELEPHONE CALL-IN NUMBER: 1-888-354-0094 PARTICIPANT PASSCODE: 782 134 6157



FIRST AMENDMENT TO THE AGREEMENT FOR THE PROVISION OF LANDSCAPE AND IRRIGATION MAINTENANCE SERVICES BY AND BETWEEN THE STILLWATER COMMUNITY DEVELOPMENT DISTRICT AND FLORIDA ULS OPERATING, LLC D/B/A UNITED LAND SERVICES

This First Amendment ("First Amendment") is made and entered into this <u>14th</u> day of March, 2024, by and between:

Stillwater Community Development District, a local unit of special-purpose government established pursuant to Chapter 190, *Florida Statutes*, being situated in St. Johns County, Florida, and whose mailing address is c/o Wrathell, Hunt & Associates, LLC, 2300 Glades Road, Suite 410W, Boca Raton, Florida 33431 ("District"); and

FLORIDA ULS OPERATING, LLC D/B/A UNITED LAND SERVICES, a Delaware limited liability company, whose address is 12276 San Jose Blvd., Suite 747, Jacksonville, Florida 32223 ("Contractor" and, together with the District, the "Parties").

RECITALS

WHEREAS, the District and the Contractor previously entered into that certain Agreement for the Provision of Landscape and Irrigation Maintenance Services by and between the Stillwater Community Development District and Florida ULS Operating, LLC d/b/a United Land Services (the "Services Agreement"); and

WHEREAS, pursuant to Section 21 of the Services Agreement, the Parties desire to amend the Services Agreement as set forth in more detail in Section 2 below; and

Whereas, any terms not otherwise defined herein shall have the meaning set forth in the Services Agreement.

WHEREAS, each of the Parties hereto has the authority to execute this First Amendment and to perform its obligations and duties hereunder, and each Party has satisfied all conditions precedent to the execution of this First Amendment so that this First Amendment constitutes a legal and binding obligation of each Party hereto.

NOW, THEREFORE, based upon good and valuable consideration and the mutual covenants of the Parties, the receipt of which and sufficiency of which are hereby acknowledged, the District and the Contractor agree as follows:

SECTION 1. The Services Agreement is hereby affirmed and the Parties hereto agree that it continues to constitute a valid and binding agreement between the Parties. Except as described in Section 2 of this First Amendment, nothing herein shall modify the rights and obligations of the Parties under the Services Agreement. All of the remaining provisions, including, but not limited to, the engagement of services, indemnification and sovereign immunity provisions, remain in full effect and fully enforceable.

SECTION 2.

A. The Services Agreement is hereby amended to add the additional work described on **Exhibit A** (the "Additional Work"). Payment and performance of the Additional Work shall be in accordance with the terms of the Services Agreement.

SECTION 3. To the extent that any terms or conditions found in **Exhibit A** conflict with the terms of the Services Agreement or this Amendment, the Services Agreement and this Amendment control and shall prevail.

SECTION 4. All other terms of the Services Agreement shall remain in full force and effect and are hereby ratified.

IN WITNESS WHEREOF, the Parties hereto have signed this First Amendment to the Services Agreement on the day and year first written above.

Attest:

STILLWATER COMMUNITY DEVELOPMENT DISTRICT

— DocuSigned by: Ernesto Torres

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Secretary/Assistant Secretary

Witness:

— DocuSigned by:

Euzi Rogers -635A71EC3371457

Chairperson/Vice Chairperson

FLORIDA ULS OPERATING, LLC D/B/A UNITED LAND SERVICES

By: Derk Allen

By:_____

Branch Manager / Jacksonville Maintenance Its:

Exhibit A: Proposal

Exhibit A



Customer:

Tiffany Csalovszki Lennar Homes 1621 Waters Edge Dr Fleming Island, FL 32003

Proposal #86296

Date: 3/13/2024 Jesse Knaust

Property:

Stillwater Commons - CDD - Entry and Ponds 2300 Glades Road Suite 410QW Boca Raton, FL 33431

Removal and Transplant of plant material on Front Island

Default Group			\$12,235.52
	Quantity	Price/Unit	Price
Property Improvements			\$12,235.52
Demo / Debris Removal / Site Prep	1.00	\$6,930.00	\$6,930.00
Removal of all plant material from the second medjool Palm on the front island to County Rd 210. Includes removal of all muhly grasses, jack frost, 2 medjool palms and annuals. Majority of plant material to be transplanted to beds near Top Tracer. Annuals will not be reused as they are at the end of their life.			
Equipment Rental for Palm Removal	1.00	\$2,370.00	\$2,370.00
Equipment needed to remove and relocate 2 large medjool palms at the front of the property.			
Labor - JAX Irrigation Repairs	1.00	\$2,585.52	\$2,585.52
Price to provide irrigation to newly created beds leading to top tracer for the plant material being transplanted. This also includes capping the mainline on the entrance island as well once the plant material is removed.			
Pine Straw Bale	35.00	\$10.00	\$350.00
Add 35 bales of pine straw to the newly created beds once the plants are installed.			

PROJECT TOTAL: \$12,235.52

1/2

Terms & Conditions

Ву

Ву

Date 3/13/2024

United Land Services

Jesse Knaust

Date

Stillwater Commons - CDD - Entry and Ponds



RESOLUTION 2024-04

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE STILLWATER COMMUNITY DEVELOPMENT DISTRICT DESIGNATING DATES, TIMES AND LOCATIONS FOR REGULAR MEETINGS OF THE BOARD OF SUPERVISORS OF THE DISTRICT FOR FISCAL YEAR 2024/2025 AND PROVIDING FOR AN EFFECTIVE DATE

WHEREAS, the Stillwater Community Development District (the "District") is a local unit of special-purpose government created and existing pursuant to Chapter 190, *Florida Statutes*, and situated entirely within St. Johns County, Florida; and

WHEREAS, the Board of Supervisors of the District ("Board") is statutorily authorized to exercise the powers granted to the District; and

WHEREAS, all meetings of the Board shall be open to the public and governed by the provisions of Chapter 286, *Florida Statutes*; and

WHEREAS, the Board is statutorily required to file annually, with the local governing authority and the Florida Department of Economic Opportunity, a schedule of its regular meeting.

NOW THEREFORE BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF THE STILLWATER COMMUNITY DEVELOPMENT DISTRICT:

SECTION 1. ADOPTING REGULAR MEETING SCHEDULE. Regular meetings of the District's Board shall be held during the remainder of Fiscal Year 2024/2025 as provided on the schedule attached hereto as **Exhibit A**.

SECTION 2. FILING REQUIREMENT. In accordance with Section 189.015(1), *Florida Statutes*, the District's Secretary is hereby directed to file a schedule of the District's regular meetings annually with St. Johns County and the Florida Department of Economic Opportunity.

SECTION 3. EFFECTIVE DATE. This Resolution shall take effect immediately upon adoption.

PASSED AND ADOPTED THIS 11TH DAY OF APRIL, 2024.

ATTEST:

STILLWATER COMMUNITY DEVELOPMENT DISTRICT

Secretary/Assistant Secretary

Chair/Vice Chair, Board of Supervisors

Exhibit A

STILLWATER COMMUNITY DEVELOPMENT DISTRICT

BOARD OF SUPERVISORS FISCAL YEAR 2024/2025 MEETING SCHEDULE

LOCATION

Holiday Inn Express, 2300 State Road 16, Saint Augustine, Florida 32084

DATE	POTENTIAL DISCUSSION/FOCUS	TIME
October 10, 2024	Regular Meeting	11:00 AM
November 14, 2024	Regular Meeting	11:00 AM
December 12, 2024	Regular Meeting	11:00 AM
January 9, 2025	Regular Meeting	11:00 AM
February 13, 2025	Regular Meeting	11:00 AM
March 13, 2025	Regular Meeting	11:00 AM
April 10, 2025	Regular Meeting	11:00 AM
May 8, 2025	Regular Meeting	11:00 AM
June 12, 2025	Regular Meeting	11:00 AM
July 10, 2025	Regular Meeting	11:00 AM
August 14, 2025	Regular Meeting	11:00 AM
September 11, 2025	Regular Meeting	11:00 AM

UNAUDITED FINANCIAL STATEMENTS

STILLWATER COMMUNITY DEVELOPMENT DISTRICT FINANCIAL STATEMENTS UNAUDITED FEBRUARY 29, 2024

STILLWATER COMMUNITY DEVELOPMENT DISTRICT BALANCE SHEET GOVERNMENTAL FUNDS FEBRUARY 29, 2024

		General Fund	Debt Service Fund	Cap Proje Fui	ects	Go	Total overnmental Funds
ASSETS							
Cash	\$	221,240	\$-	\$	-	\$	221,240
Investments							
Revenue		-	546,880		-		546,880
Reserve		-	439,097		-		439,097
Prepayment		-	35,334		-		35,334
Construction		-	-	5,38	36,203		5,386,203
Due from Landowner		234,423	303,769		-		538,192
Prepaid expense		7,464	-		-		7,464
Utility deposit		14,030	-		-		14,030
Total assets	\$	477,157	\$1,325,080	\$ 5,38	36,203	\$	7,188,440
LIABILITIES AND FUND BALANCES Liabilities: Due to Developer Landowner advance Total liabilities	\$	- 6,000 6,000	\$ 35,617 	\$	- - -	\$	35,617 6,000 41,617
DEFERRED INFLOWS OF RESOURCES							
Deferred receipts		234,423	303,769		-		538,192
Total deferred inflows of resources		234,423	303,769		-		538,192
Fund balances: Restricted for:							
Debt service		-	985,694		-		985,694
Capital projects		-	-	5.38	86,203		5,386,203
Unassigned		236,734	-	-)	-		236,734
Total fund balances		236,734	985,694	5,38	36,203		6,608,631
Total liabilities, deferred inflows of resources							
and fund balances	¢	477,157	\$1,325,080	\$ 5,38	36,203	\$	7,188,440
	φ	411,131	ψ1,323,000	φ 0,30	0,203	φ	7,100,440

STILLWATER COMMUNITY DEVELOPMENT DISTRICT GENERAL FUND STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCES FOR THE PERIOD ENDED FEBRUARY 29, 2024

REVENUES	Current Month	Year to Date	Budget	% of Budget
Assessment levy: on-roll - net	\$ 11,088	\$ 250,040	\$ 263,007	95%
Assessment levy: off-roll	φ 11,000 -	φ 200,010 -	312,566	0%
Total revenues	11,088	250,040	575,573	43%
EXPENDITURES				
Professional & administrative				
Supervisors	-	2,153	7,000	31%
Management/accounting/recording	4,000	20,000	48,000	42%
Legal	845	2,854	20,000	14%
Engineering	345	1,057	1,500	70%
Audit	-	-	5,500	0%
Arbitrage rebate calculation	-	-	500	0%
Dissemination agent	83	417	1,000	42%
Trustee	-	-	6,500	0%
Telephone	17	83	200	42%
Postage	-	116	500	23%
Printing & binding	41	208	500	42%
Legal advertising	-	745	1,500	50%
Annual special district fee	-	175	175	100%
Insurance	-	5,563	5,500	101%
Contingencies/bank charges	-	279	500	56%
Website hosting & maintenance	705	705	705	100%
Website ADA compliance	-	-	210	0%
Total professional & administrative	6,036	34,355	99,790	34%
Operations & maintenance				
Law enforcement:				
Security patrol	4,504	11,356	21,220	54%
Utilities:				
Electric	562	2,933	33,600	9%
Phone	-	-	1,920	0%
Water/sewer	107	22,260	8,800	253%
Stormwater control:		,	, -	
Stormwater system maintenance	2,497	12,443	22,620	55%
Aquatic maintenance	-	-	4,280	0%
Wetland monitoring/maintenance	-	-	13,800	0%
0			-,	

STILLWATER COMMUNITY DEVELOPMENT DISTRICT GENERAL FUND STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCES FOR THE PERIOD ENDED FEBRUARY 29, 2024

	Current Month	Year to Date	Budget	% of Budget
Other physical environment				
Field ops management	-	-	9,600	0%
Entrance gate contract	2,635	8,768	28,950	30%
Property insurance	-	42,608	32,000	133%
Landscape contract	6,774	46,442	209,064	22%
Irrigation repairs	6,286	21,839	21,600	101%
Landscape miscellaneous	-	-	9,600	0%
Mulch	-	-	5,900	0%
O&M accounting	312	1,562	3,750	42%
Holiday decorations	-	3,915	8,500	46%
General maintenance	-	653	8,000	8%
Road & street facilities				
Street sign repair and replacement	-	-	1,800	0%
Sidewalk repair & maintenance	-	-	2,400	0%
Street maintenance	-	-	10,800	0%
Contingency				
Miscellaneous contingency	-	6	8,500	0%
Meeting room rental	-	-	3,600	0%
Total field operations	23,677	174,785	470,304	37%
Other fees & charges				
Property appraiser	-	-	2,739	0%
Tax collector	222	4,988	2,740	182%
Total other fees & charges	222	4,988	5,479	91%
Total expenditures	29,935	214,128	575,573	37%
Excess/(deficiency) of revenues				
over/(under) expenditures	(18,847)	35,912	-	
Fund balances - beginning	255,581	200,822	23,707	
Fund balances - ending	\$ 236,734	\$ 236,734	\$ 23,707	

STILLWATER COMMUNITY DEVELOPMENT DISTRICT STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCES DEBT SERVICE FUND SERIES 2021 FOR THE PERIOD ENDED FEBRUARY 29, 2024

REVENUES	Current Month	Year To Date	Budget	% of Budget
Assessment levy: on-roll - net	\$ 19,644	\$ 442,976	\$465,958	95%
Assessment levy: off-roll	-	-	405,026	0%
Interest	2,509	16,115		N/A
Total revenues	22,153	459,091	870,984	53%
EXPENDITURES				
Debt service				
Principal	-	-	330,000	0%
Interest	-	267,553	534,013	50%
Tax collector	393	8,836	9,707	91%
Total debt service	393	276,389	873,720	32%
Other fees & charges				
Transfer out		(10,159)		N/A
Total other fees and charges	-	(10,159)	-	N/A
Total expenditures	393	286,548	873,720	33%
Excess/(deficiency) of revenues				
over/(under) expenditures	21,760	172,543	(2,736)	
Fund balances - beginning	963,934	813,151	741,626	
Fund balances - ending	\$ 985,694	\$ 985,694	\$738,890	

STILLWATER COMMUNITY DEVELOPMENT DISTRICT STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCES CAPITAL PROJECTS FUND SERIES 2021 FOR THE PERIOD ENDED FEBRUARY 29, 2024

		Current Month	Year To Date
REVENUES			
Interest	\$	22,597	\$ 111,070
Total revenues		22,597	 111,070
EXPENDITURES		-	-
Total expenditures		-	 -
Excess/(deficiency) of revenues over/(under) expenditures		22,597	111,070
OTHER FINANCING SOURCES/(USES)			
Transfer in		-	10,159
Total other financing sources/(uses)		-	 10,159
Net change in fund balances		22,597	121,229
Fund balances - beginning	5	5,363,606	5,264,974
Fund balances - ending	\$ 5	5,386,203	\$ 5,386,203

MINUTES

DRAFT

1 2 3	STILL	OF MEETING WATER ELOPMENT DISTRICT			
4 5	The Board of Supervisors of the Still	water Community Development District held a			
6	Regular Meeting on March 7, 2024 at 11:00 a	.m., at the Holiday Inn Express, 2300 State Road			
7	16, Saint Augustine, Florida 32084.				
8	Present were:				
9					
10	Zenzi Rogers	Chair			
11	James (Chris) Mayo	Vice Chair			
12	Kyler von der Osten	Assistant Secretary			
13	William Fitzgerald	Assistant Secretary			
14					
15	Also present, were:				
16					
17	Ernesto Torres	District Manager			
18	Katie Buchanan (via telephone)	District Counsel			
19					
20	FIRST ORDER OF BUSINESS	Call to Order/Roll Call			
21		·····			
22	Mr. Torres called the meeting to order	at 11:02 a.m. Supervisors Rogers, Mayo, von der			
23	Osten and Fitzgerald were present. Supervisor	Della Penta was not present.			
24					
25 26	SECOND ORDER OF BUSINESS	Public Comments			
27	No members of the public spoke.				
28					
29 30 31	THIRD ORDER OF BUSINESS	Consideration of EMMA [®] Filing Assistance Software as a Service License Agreement			
32	Mr. Torres presented the EMMA $^{\ensuremath{\$}}$ F	iling Assistance Software as a Service License			
33	Agreement, in the amount of \$1,500 per bond	series.			
34					
35 36 37	On MOTION by Ms. Rogers and seconded by Mr. Mayo, with all in favor, the EMMA [®] Filing Assistance Software as a Service License Agreement, was approved.				
38 39					

STILLWATER CDD

40 FOURTH ORDER OF BUSINESS Update: Required Ethics Training and 41 **Disclosure Filing** 42 Sample Form 1 2023/Filing Instructions 43 • 44 Ms. Buchanan presented the Kutak Rock Ethics Training Requirement Memorandum. 45 She discussed online course options and filing Form 1 electronically. Towards October, the Board Members will receive an email reminder to complete their four hours of ethics training 46 by the end of 2024. 47 Ms. Rogers asked if the Corporate Transparency Act affects CDDs. Ms. Buchanan stated 48 her firm is exploring that specific item, several Kutak Rock attorneys have undergone internal 49 50 training on it and it has not trickled down to something the firm had to change its protocol for. 51 52 **FIFTH ORDER OF BUSINESS** Discussion: Fiscal Year 2025 Proposed 53 Budget 54 Mr. Torres stated, although it is early to begin approval of the proposed Fiscal Year 2025 55 56 budget, discussions can commence. He referred to the Unaudited Financials as of January 31, 2024 and discussed the "Water/sewer" line item at 252%, "Insurance" line item at 101%, 57 58 "Irrigation repairs" line item at 72% and "Wetland monitoring/maintenance" line item at 72%, 59 along with noting the items that will increase for the proposed Fiscal Year 2025 budget. 60 Regarding any items that are coming online, Ms. Rogers stated the stormwater system 61 maintenance should be a monthly expense. She asked about the aquatic maintenance. Mr. 62 Torres stated those items are miscoded; Staff will review the expenditures and re-code them. 63 Regarding wetland monitoring and maintenance, Ms. Rogers noted the permit 64 requirement for the ponds to be monitored and an annual requirement for the District Engineer to inspect and certify the ponds. Mr. Torres will follow up with Mr. Acree after the meeting. 65 66 Discussion ensued about whether to increase the "Security patrol" budget, the Envera 67 contract, the gate, the proposed Fiscal Year 2025 budget and subsequent adoption. 68 Mr. Torres will monitor the line items discussed and present a draft proposed Fiscal Year 69 2025 budget at the April and May meetings. 70 71 SIXTH ORDER OF BUSINESS Acceptance of Financial Unaudited 72 Statements as of January 31, 2024 73

2

74		On MOTION by Ms. Rogers and	seconded by Mr. Mayo, with all in favor, the
75		Unaudited Financial Statements	as January 31, 2024, were accepted.
76			
77			
78 79	SEVE	INTH ORDER OF BUSINESS	Approval of December 14, 2023 Regular Meeting Minutes
80			
81 82			seconded by Mr. Mayo, with all in favor, the ting Minutes, as presented, were approved.
83			
84 85 86	EIGH	ITH ORDER OF BUSINESS	Staff Reports
87	Α.	District Counsel: Kutak Rock LLP	
88		Ms. Rogers asked if the acquis	sitions for Phases 1C and 1B were completed. Ms.
89	Buch	anan stated she is unsure but will fi	nd out and report her findings at the next meeting.
90	В.	District Engineer: Matthews Desi	ign Group
91	C.	Field Operations Manager: Ham	oton Golf
92		There were no reports from the D	District Engineer or Field Operations Manager.
93	D.	District Manager: Wrathell, Hunt	t and Associates, LLC
94		• NEXT MEETING: April 11,	2024 at 11:00 AM
95		Supervisors Fitzgerald, Mayo and	von der Osten confirmed their attendance at the April
96	11, 2	024 meeting. Supervisor Rogers mig	ght attend.
97			
98 99	ΝΙΝΤ	TH ORDER OF BUSINESS	Supervisors' Comments/Requests
100		There were no Supervisors comm	ients or requests.
101			
102	TENT	TH ORDER OF BUSINESS	Public Comments
103 104		There were no public comments.	
105			
106	ELEV	ENTH ORDER OF BUSINESS	Adjournment
107	_		•
108			seconded by Mr. Mayo, with all in favor, the
109		meeting adjourned at 11:19 a.m.	

110		
111		
112		
113		
114		
115		
116	Secretary/Assistant Secretary	

Chair/Vice Chair

STAFF REPORTS

BOARD OF SUPERVISORS FISCAL YEAR 2023/2024 MEETING SCHEDULE

LOCATION

Holiday Inn Express, 2300 State Road 16, Saint Augustine, Florida 32084

1		
DATE	POTENTIAL DISCUSSION/FOCUS	TIME
October 12, 2023	Regular Meeting	11:00 AM
Nevember 7, 2022	Landourour' Monting	10.20 AM
November 7, 2023	Landowners' Meeting	10:30 AM
November 9, 2023 CANCELED	Regular Meeting	11:00 AM
December 14, 2023	Regular Meeting	11:00 AM
January 11, 2024 CANCELED	Regular Meeting	11:00 AM
February 8, 2024 CANCELED	Regular Meeting	11:00 AM
March 7, 2024	Regular Meeting	11:00 AM
April 11, 2024	Regular Meeting	11:00 AM
May 9, 2024	Regular Meeting	11:00 AM
•	<u> </u>	
June 13, 2024	Regular Meeting	11:00 AM
July 11, 2024	Regular Meeting	11:00 AM
August 8, 2024	Regular Meeting	11:00 AM
September 12, 2024	Regular Meeting	11:00 AM