

**MINUTES OF MEETING  
STILLWATER  
COMMUNITY DEVELOPMENT DISTRICT**

The Board of Supervisors of the Stillwater Community Development District held a Regular Meeting on November 11, 2021, at 1:30 p.m., in the St. Augustine Outlets Community Room, 500 Outlet Mall Blvd., Suite 25, St. Augustine, Florida 32084.

**Present were:**

Zenzi Rogers	Chair
James "Chris" Mayo	Vice Chair
Kyler von der Osten	Assistant Secretary
Michael Della Penta (via telephone)	Assistant Secretary

**Also present, were:**

Kristen Suit	District Manager
Wes Haber (via telephone)	District Counsel
Bob Deahl	Lennar

**FIRST ORDER OF BUSINESS**

**Call to Order/Roll Call**

Ms. Suit called the meeting to order at 1:59 p.m. Supervisors Rogers, Mayo and von der Osten were present, in person. Supervisor Feiner was not present and Supervisor Della Penta was attending via telephone.

**SECOND ORDER OF BUSINESS**

**Public Comments**

No members of the public spoke.

**THIRD ORDER OF BUSINESS**

**Acceptance of Resignation of Supervisor  
Virginia Feiner; Seat 2; Term Expires  
November 2025**

Ms. Suit presented the Notice of Tender of Resignation of Ms. Virginia Feiner.

**On MOTION by Ms. Rogers and seconded by Mr. Mayo, with all in favor, the Resignation Letter of Supervisor Feiner, dated November 4, 2021, was accepted.**

**FOURTH ORDER OF BUSINESS**

**Consider Appointment of Bob Deahl to Fill Unexpired Term of Seat 2**

Ms. Rogers nominated Mr. Bob Deahl to fill Seat 2. No other nominations were made.

**On MOTION by Ms. Rogers and seconded by Mr. Mayo, with all in favor, the appointment of Mr. Bob Deahl to Seat 2, Term Expires November 2025, was approved.**

- **Administration of Oath of Office (the following to be provided in a separate package)**

Ms. Suit, a Notary of the State of Florida and duly authorized, administered the Oath of Office to Mr. Bob Deahl. She provided and briefly described the following items:

- A. Guide to Sunshine Amendment and Code of Ethics for Public Officers and Employees**
- B. Membership, Obligations and Responsibilities**
- C. Chapter 190, Florida Statutes**
- D. Financial Disclosure Forms**
  - I. Form 1: Statement of Financial Interests**
  - II. Form 1X: Amendment to Form 1, Statement of Financial Interests**
  - III. Form 1F: Final Statement of Financial Interests**
- E. Form 8B: Memorandum of Voting Conflict**

**FIFTH ORDER OF BUSINESS**

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

Ms. Suit presented Resolution 2022-01. The Resolution authorizes the removal of Ms. Feiner and Mr. Howard McGaffney as Assistant Secretaries, and the inclusion of Ms. Suit and

Mr. Deahl as Assistant Secretaries. Asked if she wished to keep the remaining slate as is, Ms. Rogers replied affirmatively. Ms. Suit recapped the following slate of officers:

Zenzi Rogers	Chair
Chris Mayo	Vice Chair
Craig Wrathell	Secretary
Kyler von der Osten	Assistant Secretary
Michael Della Penta	Assistant Secretary
Bob Deahl	Assistant Secretary
Cindy Cerbone	Assistant Secretary
Kristen Suit	Assistant Secretary

No other nominations were made.

**On MOTION by Ms. Rogers and seconded by Mr. Mayo, with all in favor, Resolution 2022-01, Removing and Designating Certain Officers of the District, and Providing for an Effective Date, was adopted.**

**SIXTH ORDER OF BUSINESS**

**Ratification of HGS Transition Letter**

Ms. Suit presented the Hopping Green & Sams Transition Letter.

Mr. Haber stated a group of ten lawyers and staff would be leaving HGS to practice law at a new firm called Kutak Rock LLP, a well-established firm which represents Special Districts, with offices throughout the United States. There would be no change in the rate that the new law firm would charge the District. Mr. Haber stated the transition letter was previously executed by the Board Chair and asked the Board to grant authority to the Chair to execute a new agreement with Kutak Rock LLP.

**On MOTION by Ms. Rogers and seconded by Mr. Mayo, with all in favor, the HGS Transition Letter, and authorizing the Board Chair to execute a new agreement with Kutak Rock LLP, effective November 15, 2021, was ratified.**

**SEVENTH ORDER OF BUSINESS**

**Ratification of Requisitions**

Ms. Suit presented the following requisitions:

- A. **Number 5: Stillwater CDD [3,156.50]**
- B. **Number 6: Matthews Design Group [\$2,503.75]**
- C. **Number 7: Hopping Green & Sams [180]**
- D. **Number 8: Hopping Green & Sams [\$90]**

**On MOTION by Ms. Rogers and seconded by Mr. Mayo, with all in favor, Requisition Numbers 5, 6, 7 and 8, were ratified**

**EIGHTH ORDER OF BUSINESS**

**Approval of Unaudited Financial Statements as of September 30, 2021**

Ms. Suit presented the Unaudited Financial Statements as of September 30, 2021.

**On MOTION by Ms. Rogers and seconded by Mr. Mayo, with all in favor, the Unaudited Financial Statements as of September 30, 2021, were accepted.**

**NINTH ORDER OF BUSINESS**

**Consideration of August 12, 2021 Public Hearing and Regular Meeting Minutes**

Ms. Suit presented the August 12, 2021 Public Hearing and Regular Meeting Minutes.

**On MOTION by Ms. Rogers and seconded by Mr. Mayo, with all in favor, the August 12, 2021 Public Hearing and Regular Meeting Minutes, as presented, were approved.**

**TENTH ORDER OF BUSINESS**

**Staff Reports**

- A. **District Counsel: *Hopping Green & Sams, P.A.***
  - **Statutory Changes from 2021 Legislative Session**

Mr. Haber stated HGS previously circulated four different memorandums to the various CDDs that it represented, outlining recent changes made in the laws related to each item. He summarized each memorandum and provided recommendations, as follows:

**I. Publication of Legal Notices**

**II. Wastewater and Stormwater Needs Analysis**

Management should contact the District Engineer and request a proposal to prepare the needs analysis, which is due June 30, 2022, and include it in an upcoming meeting agenda.

**III. Prompt Payment Policies**

Counsel prepared a resolution to incorporate the changes in the policies; this item should be included in an upcoming meeting agenda for the Board to consider.

**IV. Public Records Exemptions**

**B. District Engineer: *Matthews Design Group***

There was no report.

**C. Field Operations Manager: *Evergreen Lifestyles Management***

Ms. Rogers stated the Field Operations Manager Contract has been changed from Evergreen to Vesta and asked about the next steps that need to be taken. Mr. Haber stated the termination of the Evergreen contract should be ratified, a new Vesta agreement should be drafted and a motion authorizing the Board Chair to execute the new form of agreement with Vesta must be made.

**On MOTION by Ms. Rogers and seconded by Mr. Deahl, with all in favor, the termination of the Evergreen Lifestyles Management Contract, was ratified.**

**On MOTION by Ms. Rogers and seconded by Mr. Mayo, with all in favor, consenting to the Vesta Field Operations Management Contract and authorizing the Board Chair to execute the Form of Agreement once drafted, was approved.**

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

Ms. Suit would contact the District Engineer regarding the Needs Analysis and would ask Ms. Gillyard to place the resolution for the Prompt Payment Policies in an upcoming agenda.

- **NEXT MEETING DATE: December 9, 2021 at 1:30 P.M.**
  - **QUORUM CHECK**

The next meeting would be held on December 9, 2021.

**ELEVENTH ORDER OF BUSINESS**

**Supervisors' Comments/Requests**

In response to Ms. Rogers' question, Mr. Haber confirmed that the District's website can be accessed by typing Stillwatercdd.net.

Ms. Rogers stated she was in the process of obtaining proposals for pond maintenance, and asked about the next steps. Mr. Haber stated a motion should be made authorizing the selection of a contractor and Ms. Rogers to enter into an agreement for pond maintenance services to be ratified at the next meeting.

**On MOTION by Ms. Rogers and seconded by Mr. Deahl, with all in favor, consenting to the selection of a pond maintenance contractor and authorizing the Board Chair to enter into an agreement for pond maintenance services, was approved.**

**TWELFTH ORDER OF BUSINESS**

**Public Comments**

No members of the public spoke.

**THIRTEENTH ORDER OF BUSINESS**

**Adjournment**

There being nothing further to discuss, the meeting adjourned.

**On MOTION by Ms. Rogers and seconded by Mr. Mayo, with all in favor, the meeting adjourned at 2:23 p.m.**

[SIGNATURES APPEAR ON THE FOLLOWING PAGE]

  
Secretary/Assistant Secretary

  
Chair/Vice Chair