

**MINUTES OF MEETING
STILLWATER
COMMUNITY DEVELOPMENT DISTRICT**

The Board of Supervisors of the Stillwater Community Development District held a Regular Meeting on March 10, 2022, at 10:30 a.m., at the Matthews Design Group, 7 Waldo Street, St. Augustine, Florida 32084.

Present were:

Zenzi Rogers	Chair
James "Chris" Mayo	Vice Chair
Kyler von der Osten	Assistant Secretary
Michael Della Penta	Assistant Secretary
Bob Deahl	Assistant Secretary

Also present, were:

Kristen Suit	District Manager
Wes Haber (via telephone)	District Counsel
Alex Acree	District Engineer
Belinda Spencer (via telephone)	Vesta Property Services Inc.

FIRST ORDER OF BUSINESS

Call to Order/Roll Call

Ms. Suit called the meeting to order at 10:43 a.m. All Supervisors were present, in person.

SECOND ORDER OF BUSINESS

Public Comments

No members of the public spoke.

THIRD ORDER OF BUSINESS

Consideration of Resolution 2022-02, Adopting Prompt Payment Policies and Procedures Pursuant to Chapter 218, Florida Statutes; Providing a Severability Clause; and Providing an Effective Date

Ms. Suit presented Resolution 2022-02 and read the title.

On MOTION by Ms. Rogers and seconded by Mr. Della Penta, with all in favor, Resolution 2022-02, Adopting Prompt Payment Policies and Procedures Pursuant to Chapter 218, Florida Statutes; Providing a Severability Clause; and Providing an Effective Date, was adopted.

FOURTH ORDER OF BUSINESS

Ratification of Vesta Property Services, Inc., Field Operations Agreement

Ms. Suit presented the Field Operations Agreement between the CDD and Vesta Property Services Inc., in the amount of \$1,500 per month.

On MOTION by Ms. Rogers and seconded by Mr. Deahl, with all in favor, the Vesta Property Services, Inc., Field Operations Agreement, in the amount of \$1,500 per month, was ratified.

FIFTH ORDER OF BUSINESS

Ratification of Florida ULS Operating, LLC D/B/A United Land Services, Agreement for the Provision of Landscape and Irrigation Maintenance Services

Ms. Suit presented the Florida ULS Operating, LLC, D/B/A United Land Services, Agreement for the Provision of Landscape and Irrigation Maintenance Services in the amount of \$6,286 per month.

On MOTION by Ms. Rogers and seconded by Mr. von der Osten with all in favor, the Florida ULS Operating, LLC D/B/A United Land Services, Agreement for the Provision of Landscape and Irrigation Maintenance Services, in the amount of \$6,286 per month, was ratified.

SIXTH ORDER OF BUSINESS

Ratification of SOLitude Lake Management, LLC, Agreement for Aquatic Management Services

Ms. Suit presented the SOLitude Lake Management, LLC, Agreement for Aquatic Management Services, in the amount of \$1,705 per month.

On MOTION by Ms. Rogers and seconded by Mr. Mayo, with all in favor, the SOLitude Lake Management, LLC, Agreement for Aquatic Management Services, in the amount of \$1,705 per month, was ratified.

SEVENTH ORDER OF BUSINESS

Consideration of Resolution 2022-03, Designating Dates, Times and Locations for Regular Meetings of the Board of Supervisors of the District for the Remainder of Fiscal Year 2021/2022 and Providing for an Effective Date

Ms. Suit presented Resolution 2022-03. The proposed Fiscal Year 2023 budget would be presented at the May 12, 2022 meeting and adopted at the August 11, 2022 meeting.

On MOTION by Ms. Rogers and seconded by Mr. Della Penta, with all in favor, Resolution 2022-03, Designating Dates, Times and Locations for Regular Meetings of the Board of Supervisors of the District for the Remainder of Fiscal Year 2021/2022 and Providing for an Effective Date, was adopted.

EIGHTH ORDER OF BUSINESS

Ratification of Matthews Design Group, Inc., Wastewater and Stormwater Needs Analysis Proposal

Ms. Suit presented the Matthews Design Group, Inc., proposal for preparation of the Wastewater and Stormwater Needs Analysis Report, in a not-to-exceed amount of \$11,500.

On MOTION by Ms. Rogers and seconded by Mr. Deahl, with all in favor, the Matthews Design Group, Inc., proposal for preparation of the Wastewater and Stormwater Needs Analysis Report, in a not to exceed amount of \$11,500, was ratified.

NINTH ORDER OF BUSINESS

Ratification of Requisitions

Ms. Suit presented the following Requisitions:

- A. No 9: WCI Communities, LLC [116,538.80]**
- B. No. 10: WCI Communities, LLC [\$1,772,790.11]**
- C. No. 11: WCI Communities, LLC [\$3,290,680.92]**

- D. No. 12: Hopping Green & Sams [\$251.50]
- E. No. 13: Hopping Green & Sams [\$2,414.00]

On MOTION by Ms. Rogers and seconded by Mr. von der Osten, with all in favor, Requisition Numbers 9, 10, 11, 12 and 13, were ratified.

TENTH ORDER OF BUSINESS

Ratification of Kutak Rock LLP Retention and Fee Agreement

Mr. Haber presented the Retention and Fee Agreement with Kutak Rock LLP. The agreement is similar to the Hopping Green & Sams Agreement and the rates are unchanged.

On MOTION by Ms. Rogers and seconded by Mr. Mayo, with all in favor, the Kutak Rock LLP Retention and Fee Agreement, was ratified.

ELEVENTH ORDER OF BUSINESS

Approval of Unaudited Financial Statements as of January 31, 2022

Ms. Suit presented the Unaudited Financial Statements as of January 31, 2022.

On MOTION by Ms. Rogers and seconded by Mr. Della Penta, with all in favor, the Unaudited Financial Statements as of January 31, 2022, were accepted.

TWELFTH ORDER OF BUSINESS

Approval of November 11, 2021 Regular Meeting Minutes

Ms. Suit presented the November 11, 2021 Regular Meeting Minutes.

On MOTION by Ms. Rogers and seconded by Mr. Deahl, with all in favor, the November 11, 2021 Regular Meeting Minutes, as presented, were approved.

THIRTEENTH ORDER OF BUSINESS

Staff Reports

- A. District Counsel: *Kutak Rock LLP*

There was no report.

B. District Engineer: *Matthews Design Group*

There was no report.

C. Field Operations Manager: *Vesta Property Services, Inc.*

There was no report.

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

- **NEXT MEETING DATE: April 14, 2022 at 10:30 A.M.**
 - **QUORUM CHECK**

The April 14, 2022 meeting was cancelled. The next meeting would be on May 12, 2022.

FOURTEENTH ORDER OF BUSINESS

Supervisors' Comments/Requests

In response to Ms. Rogers' request for an update on the CEP process, it was noted that the information would be forwarded to the HOA. Mr. Deahl would email Ms. Spencer and copy the O&M app so that everything can be transferred. Ms. Suit stated that Patty previously mentioned forwarding the O&M portion of the budget to Management, for Field Operations, by March 31, 2022; once received, it would be emailed to the Board for feedback. There is sufficient time to make adjustments prior to presenting the proposed Fiscal Year 2023 budget at the May meeting.

FIFTEENTH ORDER OF BUSINESS

Public Comments

No members of the public spoke.

SIXTEENTH ORDER OF BUSINESS

Adjournment

There being nothing further to discuss, the meeting adjourned.

On MOTION by Ms. Rogers and seconded by Mr. Della Penta, with all in favor, the meeting adjourned at 10:52 a.m.

[SIGNATURES APPEAR ON THE FOLLOWING PAGE]


Secretary/Assistant Secretary


Chair/Vice Chair