

**MINUTES OF MEETING
STILLWATER
COMMUNITY DEVELOPMENT DISTRICT**

The Board of Supervisors of the Stillwater Community Development District held a Regular Meeting on March 7, 2024 at 11:00 a.m., at the Holiday Inn Express, 2300 State Road 16, Saint Augustine, Florida 32084.

Present were:

Zenzi Rogers	Chair
James (Chris) Mayo	Vice Chair
Kyler von der Osten	Assistant Secretary
William Fitzgerald	Assistant Secretary

Also present, were:

Ernesto Torres	District Manager
Katie Buchanan (via telephone)	District Counsel

FIRST ORDER OF BUSINESS

Call to Order/Roll Call

Mr. Torres called the meeting to order at 11:02 a.m. Supervisors Rogers, Mayo, von der Osten and Fitzgerald were present. Supervisor Della Penta was not present.

SECOND ORDER OF BUSINESS

Public Comments

No members of the public spoke.

THIRD ORDER OF BUSINESS

Consideration of EMMA® Filing Assistance Software as a Service License Agreement

Mr. Torres presented the EMMA® Filing Assistance Software as a Service License Agreement, in the amount of \$1,500 per bond series.

<p>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.</p>

FOURTH ORDER OF BUSINESS

Update: Required Ethics Training and Disclosure Filing

- **Sample Form 1 2023/Filing Instructions**

Ms. Buchanan presented the Kutak Rock Ethics Training Requirement Memorandum. 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 by the end of 2024.

Ms. Rogers asked if the Corporate Transparency Act affects CDDs. Ms. Buchanan stated her firm is exploring that specific item, several Kutak Rock attorneys have undergone internal training on it and it has not trickled down to something the firm had to change its protocol for.

FIFTH ORDER OF BUSINESS

Discussion: Fiscal Year 2025 Proposed Budget

Mr. Torres stated, although it is early to begin approval of the proposed Fiscal Year 2025 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%, “Irrigation repairs” line item at 72% and “Wetland monitoring/maintenance” line item at 72%, along with noting the items that will increase for the proposed Fiscal Year 2025 budget.

Regarding any items that are coming online, Ms. Rogers stated the stormwater system maintenance should be a monthly expense. She asked about the aquatic maintenance. Mr. Torres stated those items are miscoded; Staff will review the expenditures and re-code them.

Regarding wetland monitoring and maintenance, Ms. Rogers noted the permit 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.

Discussion ensued about whether to increase the “Security patrol” budget, the Envera contract, the gate, the proposed Fiscal Year 2025 budget and subsequent adoption.

Mr. Torres will monitor the line items discussed and present a draft proposed Fiscal Year 2025 budget at the April and May meetings.

SIXTH ORDER OF BUSINESS

Acceptance of Unaudited Financial Statements as of January 31, 2024

On MOTION by Ms. Rogers and seconded by Mr. Mayo, with all in favor, the Unaudited Financial Statements as January 31, 2024, were accepted.

SEVENTH ORDER OF BUSINESS

Approval of December 14, 2023 Regular Meeting Minutes

On MOTION by Ms. Rogers and seconded by Mr. Mayo, with all in favor, the December 14, 2023 Regular Meeting Minutes, as presented, were approved.

EIGHTH ORDER OF BUSINESS

Staff Reports

A. District Counsel: Kutak Rock LLP

Ms. Rogers asked if the acquisitions for Phases 1C and 1B were completed. Ms. Buchanan stated she is unsure but will find out and report her findings at the next meeting.

B. District Engineer: Matthews Design Group

C. Field Operations Manager: Hampton Golf

There were no reports from the District Engineer or Field Operations Manager.

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

- **NEXT MEETING: April 11, 2024 at 11:00 AM**

Supervisors Fitzgerald, Mayo and von der Osten confirmed their attendance at the April 11, 2024 meeting. Supervisor Rogers might attend.

NINTH ORDER OF BUSINESS

Supervisors' Comments/Requests

There were no Supervisors comments or requests.

TENTH ORDER OF BUSINESS

Public Comments

There were no public comments.

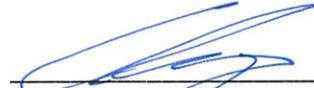
ELEVENTH ORDER OF BUSINESS

Adjournment

On MOTION by Ms. Rogers and seconded by Mr. Mayo, with all in favor, the meeting adjourned at 11:19 a.m.



Secretary/Assistant Secretary


Chair/Vice Chair