



Rizzetta & Company

# Trout Creek Community Development District

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**Board of Supervisors' Meeting  
October 19, 2022**

**District Office:  
2806 N. Fifth Street  
Unit 403  
St. Augustine, FL 32084**

[www.troutcreekcdd.org](http://www.troutcreekcdd.org)

# TROUT CREEK COMMUNITY DEVELOPMENT DISTRICT

District Office · St. Augustine, Florida · (904) 436-6270  
Mailing Address – 3434 Colwell Avenue, Suite 200, Tampa, Florida 33614  
[www.troutcreekcdd.org](http://www.troutcreekcdd.org)

<b>District Board of Supervisors</b>	Mike McCollum David Roane Michael Gruber Frank Murphy Ryan Stone	Chairman Vice Chairman Assistant Secretary Assistant Secretary Assistant Secretary
<b>District Manager</b>	Melissa Dobbins	Rizzetta & Company, Inc.
<b>District Counsel</b>	Katie Buchanan	Kutak Rock LLP
<b>District Engineer</b>	Brad Davis Matt Melchiori	Prosser Inc.

**All Cellular phones and pagers must be silenced while in the meeting room.  
The District Agenda is comprised of five different sections:**

The meeting will begin promptly at with the first section which is called **Audience Comments on Agenda Items**. The Audience Comment portion of the agenda is where individuals may comment on matters that concern the District. Each individual is limited to three (3) minutes for such comment. The Board of Supervisors or Staff is not obligated to provide a response until sufficient time for research or action is warranted. **IF THE COMMENT CONCERNS A MAINTENANCE RELATED ITEM, THE ITEM WILL NEED TO BE ADDRESSED BY THE DISTRICT MANAGER OUTSIDE THE CONTEXT OF THIS MEETING.** The second section is called **Business Administration**. The Business Administration section contains items that require the review and approval of the District Board of Supervisors as a normal course of business. The third section is called **Staff Reports**. This section allows the District Manager, Engineer, and Attorney to update the Board of Supervisors on any pending issues that are being researched for Board action. The fourth section is called **Business Items**. The business items section contains items for approval by the District Board of Supervisors that may require discussion, motion and votes on an item-by-item basis. If any member of the audience would like to speak on one of the business items, they will need to register with the District Manager prior to the presentation of that agenda item. Occasionally, certain items for decision within this section are required by Florida Statute to be held as a Public Hearing. During the Public Hearing portion of the agenda item, each member of the public will be permitted to provide one comment on the issue, prior to the Board of Supervisors' discussion, motion and vote. Agendas can be reviewed by contacting the Manager's office at (904) 436-6270 at least seven days in advance of the scheduled meeting. Requests to place items on the agenda must be submitted in writing with an explanation to the District Manager at least fourteen (14) days prior to the date of the meeting. The final section is called **Supervisor Requests and Audience Comments**. This is the section in which the Supervisors may request Staff to prepare certain items in an effort to meet residential needs and provides members of the audience the opportunity to comment on matters of concern to them that were not addressed during the meeting.

Public workshops sessions may be advertised and held in an effort to provide informational services. These sessions allow staff or consultants to discuss a policy or business matter in a more informal manner and allow for lengthy presentations prior to scheduling the item for approval. Typically no motions or votes are made during these sessions.

Pursuant to provisions of the Americans with Disabilities Act, any person requiring special accommodations to participate in this meeting is asked to advise the District Office at (904) 436-6270, at least 48 hours before the meeting. If you are hearing or speech impaired, please contact the Florida Relay Service at 7-1-1, who can aid you in contacting the District Office.

Any person who decides to appeal any decision made by the Board with respect to any matter considered at the meeting is advised that this same person will need a record of the proceedings and that accordingly, the person may need to ensure that a verbatim record of the proceedings is made, including the testimony and evidence upon which the appeal is to be based.

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Board of Supervisors  
Trout Creek Community  
Development District

October 12, 2022

## AGENDA

Dear Board Members:

The **regular** meeting of the Board of Supervisors of the Trout Creek Community Development District will be held on **October 19, 2022 at 3:00 p.m.** located at the Kayak Club, 100 Kayak Way, St. Augustine, FL 32092. The following is the agenda for the meeting:

1. **CALL TO ORDER / ROLL CALL**
2. **AUDIENCE COMMENTS ON AGENDA ITEMS**
3. **BUSINESS ADMINISTRATION**
  - A. Consideration of the Minutes of the Board of Supervisors’ Meeting held on September 21, 2022.....Tab 1
4. **STAFF REPORTS**
  - A. District Counsel
  - B. District Engineer
    1. Update on Tree Remediation
  - C. Construction Administrator
    1. Consideration of Besch & Smith Change Order (under separate cover)
  - D. Landscape Manager
  - E. Community Director
    1. Charles Aquatics Service Report.....Tab 2
  - F. District Manager
5. **BUSINESS ITEMS**
  - A. None
6. **AUDIENCE COMMENTS AND SUPERVISOR REQUESTS**
7. **ADJOURNMENT**

We look forward to seeing you at the meeting. In the meantime, if you have any questions, please do not hesitate to call us at 904-436-6270.

Yours kindly,  
*Melissa Dobbins*  
Melissa Dobbins

# **Tab 1**

**MINUTES OF MEETING**

*Each person who decides to appeal any decision made by the Board with respect to any matter considered at the meeting is advised that the person may need to ensure that a verbatim record of the proceedings is made, including the testimony and evidence upon which such appeal is to be based.*

**TROUT CREEK  
COMMUNITY DEVELOPMENT DISTRICT**

The **regular** meeting of the Board of Supervisors of Trout Creek Community Development District was held on **September 21, 2022, at 3:00 p.m.** in the cafeteria of Timberlin Creek Elementary School, 555 Pine Tree Lane, St. Augustine, FL 32092.

Present and constituting a quorum:

Andy Smith	<b>Board Supervisor, Chairman</b>
David Roane	<b>Board Supervisor, Vice Chairman</b>
Michael Gruber	<b>Board Supervisor, Assistant Secretary</b>
Frank Murphy	<b>Board Supervisor, Assistant Secretary</b>
Ryan Stone	<b>Board Supervisor, Assistant Secretary</b>

Also present were:

Melissa Dobbins	<b>District Manager, Rizzetta &amp; Co., Inc.</b>
Katie Buchanan	<b>District Counsel, Kutak Rock, LLP</b>
Matt Melchiori	<b>District Engineer, Prosser Inc. (via speaker phone)</b>
Tim O'Reilly	<b>Prosser Inc Representative (via speaker phone)</b>
Barry Jeskewich	<b>Community Director, CCMC</b>

Members of the public present.

**FIRST ORDER OF BUSINESS**

**Call to Order**

Ms. Dobbins called the meeting to order at 3:05 p.m.

**SECOND ORDER OF BUSINESS**

**Audience Comments  
Agenda Items**

Audience had comments regarding storm drains, road patching, construction trucks access to roads, pond maintenance and landscaping.

**THIRD ORDER OF BUSINESS**

**Consideration of the Minutes of  
the Board of Supervisors'  
Meeting held August 17, 2022**

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On a motion by Mr. Gruber, seconded by Mr. Murphy, with all in favor, the Board approved the minutes of the Board of Supervisors' Meeting held August 17, 2022, for Trout Creek Community Development District.

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**FOURTH ORDER OF BUSINESS**

**Ratification of the Operation  
and Maintenance Expenditures  
for July 2022**

On a motion by Mr. Smith, seconded by Mr. Roane, with all in favor, the Board ratified the Operation and Maintenance Expenditures for July 2022 in the amount of \$190,147.29, for Trout Creek Community Development District.

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**FIFTH ORDER OF BUSINESS**

**Ratification of Requisitions**

- 1.) Custody Account Series 2020; 79-81

On a motion by Mr. Smith, seconded by Mr. Gruber, with all in favor, the Board ratified the requisitions for Custody Account Series 2020; 79-81, for Trout Creek Community Development District.

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**SIXTH ORDER OF BUSINESS**

**Construction Activity Report**

There was no report.

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**SEVENTH ORDER OF BUSINESS**

**Staff Reports**

- A. District Counsel  
There was no report.
- B. District Engineer
  - 1. Update on Retaining Wall Repair

On a motion by Mr. Smith, seconded by Mr. Roane, with all in favor, the Board directed staff to use Reserve Funds to pay Vallencourt Construction for the retaining wall repair in the amount of \$115,000.00, for Trout Creek Community Development District.

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- 2. Update on Tree Remediation and Proposal(s)  
Mr. O'Reilly reviewed for the Board that to his knowledge soil samples were not taken, but scope and bid requirements were per county code. Discussion ensued. Mr. Smith requested for two items prior to the next meeting. First he requested Mr. Jeskewich, Mr. McCollum and if needed Prosser, to review if soil testing actually did occur before the trees were installed and if so, did the Landscape Engineer certify the soil testing. Second, for the Engineer to provide an estimate how many trees the District may need to look at

84 regarding this matter and monitor Phase 3 trees to avoid this issue in  
85 the future.  
86

On a motion by Mr. Roane, seconded by Mr. Gruber, with all in favor, the Board approved VerdeGo's proposal in the amount of \$12,629.40 to amend soil of 50 trees, for Trout Creek Community Development District.

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88 C. Construction Administrator  
89 There was no report.  
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91 D. Landscape Manager  
92 1. Prestige Landscapes of North Florida, Inc. Management Report  
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94 2. VerdeGo Landscape Management Report  
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98 E. Community Director  
99 1. CCMC Management Report  
100 Mr. Jeskewich noted that he is still recruiting for a maintenance  
101 technician.  
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104 2. Charles Aquatics Service Report  
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106 F. District Manager  
107 1. Ratification of Acceptance of Fourth Addendum to Professional  
108 District Services Agreement  
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On a motion by Mr. Smith, seconded by Mr. Murphy, with all in favor, the Board ratified the acceptance of the Fourth Addendum to Professional District Services Agreement, for Trout Creek Community Development District.

- 110  
111 **EIGHTH ORDER OF BUSINESS** **Update on the Amendment to**  
112 **CCMC Agreement**  
113 This item was tabled.  
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115 **NINETH ORDER OF BUSINESS** **Consideration of Amendment to**  
116 **Charles Aquatics Agreement**  
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118 Ms. Dobbins noted this will add 5 additional ponds within Phase 3A for \$500.  
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On a motion by Mr. Stone, seconded by Mr. Gruber, with all in favor, the Board accepted the Amendment to the Charles Aquatics Agreement for the CDD to maintain a total of 29 ponds for a monthly amount of \$2,601.00, for Trout Creek Community Development District.

121 **TENTH ORDER OF BUSINESS**

**Consideration of Amendment to  
Jani-King Agreement**

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124 Ms. Dobbins noted that this includes an additional fee for pickup service for 3  
125 additional trash cans and renewal increase to total \$4,839.75 monthly.  
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On a motion by Mr. Smith, seconded by Mr. Murphy, with all in favor, the Board accepted the amendment to the Jani-King Agreement, for Trout Creek Community Development District.

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128 **ELEVENTH ORDER OF BUSINESS**

**Consideration of Resolution  
2022-19; Designating Time,  
Date, and Location of FY 2023  
Meetings**

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132 After discussion the Board amended the schedule to set all meetings at 3pm.  
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On a motion by Mr. Stone, seconded by Mr. Gruber, with Mr. Murphy opposed, the Board adopted Resolution 2022-19 as amended, for Trout Creek Community Development District.

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136 **TWELFTH ORDER OF BUSINESS**

**Consideration of FY 2023  
District Insurance Policy**

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139 Ms. Dobbins reviewed the property schedule with the Board and noted that an  
140 property value estimate was added for the retaining wall of \$200,000.00 to  
141 provide an estimate on cost, which would add about \$1,000.00 to the policy  
142 premium. She also stated that the Insurance Agent noted that most Districts do  
143 not add a retaining wall to their policy since there are so many exclusions of why  
144 one may fail. After discussion the Board approved the proposed policy with the  
145 removal of the retaining wall off the property schedule.  
146

On a motion by Mr. Smith, seconded by Mr. Stone, with all in favor, the Board approved the FY 2023 Insurance Policy, as amended, for Trout Creek Community Development District.

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148 **THIRTEENTH ORDER OF BUSINESS**

**AUDIENCE COMMENTS AND  
SUPERVISOR REQUESTS**

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152 **Audience Comments:**

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154 Audience members had comments/questions on landscape concerns, request to see  
155 Phase 3 roadway map, Board candidates, towing policies, and parking concerns.  
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**Supervisor Requests:**

Mr. Smith updated the Board that he has new obligations at Freehold which has and will take more of his time, and he believes it is best, after 9 years, to step aside. He takes great pride in the community and will be available to help review any issues or concerns. He then resigned from Seat #5, effective immediately.

On a motion by Mr. Stone seconded by Mr. Roane, with all in favor, the Board accepted the resignation of Mr. Smith from Seat #5, for Trout Creek Community Development District.

On a motion by Mr. Roane seconded by Mr. Stone, with all in favor, the Board appointed Mr. McCollum to Seat #5, for Trout Creek Community Development District.

Ms. Dobbins administered the Oath of Office to Mr. McCollum

On a motion by Mr. Gruber seconded by Mr. Murphy, with all in favor, the Board appointed Mr. McCollum as Chair, for Trout Creek Community Development District.

**FOURTEENTH ORDER OF BUSINESS**

**Adjournment**

On a motion by Mr. Stone, seconded by Mr. Murphy, with all in favor, the Board adjourned the Board of Supervisors' Meeting at 5:13 PM, for Trout Creek Community Development District.

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\_\_\_\_\_  
Secretary /Assistant Secretary

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Chairman / Vice Chairman

DRAFT

## **Tab 2**



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6869 Phillips Pkwy. Dr. South Jacksonville Fl. 32256

Fax: 904-807-9158

Phone: 904-997-0044

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## Service Report

**Date:** September 2 & 30, 2022

**Biologists:** Jim Charles,  
Justin Powers

**Client:** Trout Creek CDD

**Waterways:** 24 ponds

**Entry Pond:** Pond was an 8 (good condition). Water level is normal. We will be cleaning water fountain pillars in October.



**Amenity Pond:** This pond was an 8 (good condition). Water level is good. Checked fish barrier.



**Pond 1a:** This pond was a 9 (very good condition). Water level is normal.



**Pond 1b:** This pond was an 8 (good condition). Water level is normal. Algae treatment last month had good results.



**Pond 2a:** This pond was a 7 (fair to good condition). Water level is normal. Checked fish barrier.



**Pond 2b:** This pond was an 8 (good condition). Pond level is normal. Inspected fish barrier. Perimeter treatment last month for weeds and algae had good results.



**Pond 3a:** This pond was a 7 (good condition). Water level is normal.



**Pond 6:** This pond was a 6 (fair condition). Water level is normal. Checked fish barrier. Will treat minor algae next trip. Too windy today.



**Pond 7a:** Pond was an 8 (good condition). Water level is normal. Treated minor algae early in month.



Pond looks good at end of month.



**Pond 7b:** Pond was an 8 (good condition). Water level is normal. Treated for algae by boat on the 2<sup>nd</sup>.



Pond looks good at end of the month. No algae noted.



**Pond 7c:** Pond was an 8 (good condition). Water level is normal.



**Pond 8a:** Pond was an 8 (good condition). Water level is normal.



**Pond 9a:** Pond was a 7 (good condition). Water level is normal.



**Pond 9b:** Pond was an 8 (good condition). Water level is normal.



**Pond 9c:** Pond was in fair condition. Water level was normal. Algae treatment last month had good results.



**Pond 10a:** Pond was a 7 (good condition). Water level is good. Treatment for chara, a macrophytic algae, last month was effective.



**Pond 10c:** Pond was an 8 (good condition). Water level is normal.



**Pond 10d:** Pond was an 8 (good condition). Algae treatment last month had very good results. No algae present.



**Pond 11a:** Pond was a 6 (fair condition). Checked fish barrier.



**Pond 11b:** Pond was in good condition. Water level is good.



**Pond 11c:** Pond was an 8 (good condition). Water level is normal. Treatment for algae last month had good results. No algae this month.



**Pond 12a:** Pond was in good condition. Water level is normal.



**Pond 14:** Pond was in good condition. Water level is good.



**Pond 14b:** Pond was in good condition. Water level is normal.



Jim Charles