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 meeting of the Board of Supervisors of Trout Creek Community Development District was held on **November 20, 2024, at 3:00 p.m.** at The Kayak Club, 100 Kayak Way, St. Augustine, FL 32092.

Present and constituting a quorum:

Clint Wright	**Board Supervisor, Chairman**
Heather Loffredo	**Board Supervisor, Vice Chairperson**
Jim Breslin	**Board Supervisor, Assistant Secretary**
Ronnie Murphy	**Board Supervisor, Assistant Secretary**
Vincent Sajkowski	**Board Supervisor, Assistant Secretary**

Also present were:

Melissa Dobbins	**District Manager, Rizzetta & Co., Inc.**
Katie Buchanan	**District Counsel, Kutak Rock, LLP**
Matt Melchiori	**District Engineer, Prosser Inc.** ***(speakerphone)***
Issac Dougherty	**Yuro & Associates**
Belynda Tharpe	**General Manager, First Service Residential**
Jessica Knutelsky	**Assistant Manager, First Service Residential**
Chris Kenny	**Representative, Prestige Landscaping**
Kyle Carasea	**Account Manager, Ruppert Landscaping**

Members of the public present.

FIRST ORDER OF BUSINESS **Call to Order**

The meeting was called to order at 3:04 p.m.

SECOND ORDER OF BUSINESS **Audience Comments on Agenda Items**

Audience members had questions regarding irrigation schedules, budget, and financial concerns.

THIRD ORDER OF BUSINESS **Consent Agenda**

1.) Consideration of the Minutes of the Board of Supervisors' Meeting held on October 16, 2024

2.) Ratification of the Operation and Maintenance Expenditures for October 2024

> On a motion by Ms. Murphy, seconded by Mr. Sajkowski, with all in favor, the Board approved the minutes of the Board of Supervisors' meeting held on October 16, 2024, and ratified the operation and maintenance expenditures for October 2024, in the amount of $281,765.68, for Trout Creek Community Development District.

FOURTH ORDER OF BUSINESS **Administration of Oath of Office**

Ms. Dobbins administered oaths of office prior to the start of the meeting to Ms. Loffredo, Mr. Breslin and Ms. Murphy.

FIFTH ORDER OF BUSINESS **Consideration of Resolution 2025-02; Redesignating Officers**

The Board selected Mr. Wright as Chairman, Ms. Loffredo as Vice Chairperson and remaining three board members as Assistant Secretaries and approved remaining positions as presented.

> On a motion by Mr. Wright, seconded by Ms. Loffredo, with all in favor, the Board adopted Resolution 2025-02, selecting Mr. Wright as Chairman, Ms. Loffredo as Vice Chairperson and remaining three board members as Assistant Secretaries and approved remaining positions as presented, for Trout Creek Community Development District.

SIXTH ORDER OF BUSINESS **Discussion Regarding FY 24-25 Meeting Schedule**

Board discussion ensued.

> On a motion by Mr. Wright, seconded by Ms. Loffredo, by majority vote, with Ms. Murphy opposed, the Board approved amending the regular meeting schedule for meetings to start at 6pm., for Trout Creek Community Development District.

The Board directed staff to schedule a workshop in two weeks for the Board to then discuss several topics, including but not limited to, agenda format and designating Board responsibilities or establishing possible committees.

> On a motion by Mr. Sajkowski, seconded by Ms. Loffredo, with all in favor, the Board approved advertisement for a workshop to be held in two weeks, for Trout Creek Community Development District.

SEVENTH ORDER OF BUSINESS **Staff Reports**

A. District Counsel

Ms. Buchanan updated the Board that she is in correspondence with VerdeGo's attorney who demanded the money they were owed to get paid. At this time Ms. Buchanan confirmed the funds will not be released and she will continue working with their counsel to attempt to mediate the matter.

B. District Engineer

1.) Update Regarding Stormwater Outfall Repair

Ms. Buchanan updated the Board that the contractor is stating their work is complete. She suggested that a meeting get held with the contractor, legal and Prosser, along with the new District Engineer to review this matter further. The Board agreed and authorized Mr. Wright to take the lead on this project.

2.) Update Regarding Goodhope Court Underdrain Evaluation

Mr. Melchiori updated he Board that ECS completed their field exploration and installed temporary monitors. They are now recommending installing underdrains on both sides of the road. The Board requests Mr. Wright also speak with the new District Engineer to collect proposals for this work.

3.) Further Discussion on Traffic Matters

The Board heard comments regarding traffic concerns at the intersection crossing of Shearwater Parkway and Timberwolf Trail from Melissa Homan, PTO President at Trout Creek Academy. The Board appointed Ms. Loffredo to work with the new District Engineer in attempt to expedite matters with the county to get additional traffic signs. Ms. Tharpe mentioned that the county requested her to send out information to the community regarding open positions for crossing guards.

4) Consideration of Professional Engineer Services Agreement

On a motion by Mr. Wright, seconded by Ms. Murphy, with all in favor, the Board approved Yuro and Associates District Engineer Agreement, for Trout Creek Community Development District.

C. Construction Administrator

Ms. Buchanan updated the Board that she was recently notified that the developer was no longer providing these services to the District and will not continue to have someone present at the Board meetings.

D. Landscape Reports

1.) Phase 1 – The Greenery

2.) Phase 2 – Tree Amigos

Board discussion ensued regarding irrigation schedules, and it was concluded that the District landscape vendors should follow SJRWMD recommendations and anything outside that schedule needs to be authorized by Ms. Tharpe.

3.) Phase 3 – Prestige

E. Charles Aquatics Service Report

1.) Charles Aquatics Pillar Service Report

Jim Charles introduced himself to the new Board members and reviewed current matters with the pond barriers. He will move forward installing the remaining pond fish barriers so new carp can be installed in the spring, but he stated the barrier on pond 22A is on hold until the outfall repair matter is resolved.

F. General Manager

Mr. Wright requested that maintenance reports get sent out in the stream so residents can see the work being completed.

G. District Manager

Ms. Dobbins reviewed with the Board that Mr. Murphy was given access to the District's accounting software through Rizzetta and asked if there was a designated Board Member that would now like to have that access. She noted that Rizzetta will provide at no additional cost a license to one board member to have access, any additional Board Member can also have access for an annual fee of approximately $200-$300.

Ms. Dobbins also reviewed FY 2024 end of year balances and requested authorization from the Board that funds could be used out of the Reserve Fund temporarily, only if needed, to pay expenses in the months of November and December until the bulk of the assessments have been received from the county. She noted typically most of the assessments are received in December, which after the Reserve Funds would be immediately replenished. The Board approved the District Manager to use temporary funds from the Reserve Fund for expenses until FY 2025 assessments are received.

EIGHTH ORDER OF BUSINESS **Consideration of Tennis Court Snack Shack Presentation & Proposal**

The Board suggested that this topic get further reviewed at like a townhall with residents prior to a decision being made. Board tabled.

NINTH ORDER OF BUSINESS **Consideration of Pool and Tennis Facility Furniture Proposals**

On a motion by Mr. Wright, seconded by Ms. Murphy, with all in favor, the Board approved Southern Breeze's proposal in the amount of $171,484.00 to be paid out of the Reserve Fund, for Trout Creek Community Development District.

TENTH ORDER OF BUSINESS **Consideration of Roadway Asphalt Patching Proposals**

The Board reviewed proposals behind Tab. 13. Ms. Loffredo noted she would like to have more time to review all the proposals prior to a decision being made.

Further discussion ensued.

On a motion by Mr. Wright, seconded by Mr. Breslin, by majority vote, with Ms. Loffredo opposed, the Board approved All Pro in the amount of $12,780.00 to patch the roads, with an additional not-to-exceed amount of $2,000.00 to repair the path potholes that get identified by staff, for Trout Creek Community Development District.

The Board also designated Mr. Breslin to perform a search for a litigation attorney to review the matter concerning the roadway repairs needed due to concerns regarding the construction of Shearwater Pkwy in Phase 1.

ELEVENTH ORDER OF BUSINESS **Consideration of Poolsure - Pool Chemical Renewal Proposal**

Ms. Tharpe and Ms. Dobbins confirmed that there is no other vendor still at this time that can provide a proposal for pool chemicals for a facility at this size. Ms. Dobbins updated the Board that the 2025 proposal will receive a 5% discount if paid in full.

On a motion by Ms. Murphy, seconded by Mr. Breslin, with all in favor, the Board approved Poolsure's renewal proposal and directed staff to pay in full to receive the 5% discount totaling $58,858.97, for Trout Creek Community Development District.

TWELFTH ORDER OF BUSINESS — **Consideration of Resolution 2025-03 Recognizing Contribution-Series 2022 Assessments**

THIRTEENTH ORDER OF BUSINESS — **Consideration of Resolution 2025-04 Accepting Dedication of Property-Phases 3A-3C 3G**

Ms. Buchanan stated these two resolutions under Tab 15 and Tab 16 can be tabled again to give the new board members time to review and ask questions.

**It was noted for the record that the resolution numbers for both items under Tab 15 and Tab 16 were changed from the October agenda due to no action being taken and were tabled but going forward both resolutions will continue to be assigned the numbers as presented in the November agenda.*

FOURTEENTH ORDER OF BUSINESS — **Consideration of Holiday Banner Proposal(s)**

After discussion, the Board confirmed they no longer wanted to move forward with installing holiday banners per the proposal under Tab 17.

> On a motion by Ms. Murphy, seconded by Mr. Sajkowski, with all in favor, the Board confirmed they no longer wanted to install holiday banners, for Trout Creek Community Development District.

FIFTEENTH ORDER OF BUSINESS — **Consideration of Pool Deck Rental Request**

Board tabled discussion and requested staff to look at other alternatives that work within the policies.

SIXTEENTH ORDER OF BUSINESS — **Supervisor Requests & Audience Comments**

<u>SUPERVISORS</u>

Ms. Murphy stated she would like to have future discussions regarding the reserve study, pool heaters and a parking study. The Board authorized Ms. Murphy to work with Ms. Tharpe on the reserve study and pool heaters.

Ms. Loffredo stated she would like to have further discussions regarding resident zoom options for the board meetings, opening back up the Nest, gas options for the pool heaters, staff setting up a Facebook page, schedule of the security guards, establishing committees and counsel services. The Board also directed Ms. Tharpe to look at gas options for heaters when discussed, to review options for a Facebook page with staff, and authorized Mr. Sajkowski to review the security schedules with Ms. Tharpe.

AUDIENCE

Audience Members made comments regarding pathways and signage within the community, streaming of the meetings by residents, budget and operation concerns and irrigation scheduling recommendations.

SEVENTEENTH ORDER OF BUSINESS **Adjournment**

On a motion by Mr. Sajkowski, seconded by Ms. Murphy, with all in favor, the Board adjourned the meeting at 6:50 p.m., for Trout Creek Community Development District.

Secretary /Assistant Secretary

Chairman / Vice Chairman