

**MINUTES OF MEETING
FOREST CREEK
COMMUNITY DEVELOPMENT DISTRICT**

The regular meeting of the Board of Supervisors of the Forest Creek Community Development District was held on Thursday, September 7, 2023, at 1:00 p.m. at the Forest Creek Clubhouse, 11685 Old Florida Lane, Parrish, FL 34219.

Present and constituting a quorum were:

Joseph DeWitt	Chairman
Walter Wolf	Vice Chairperson
Sarah Ashley	Assistant Secretary
Todd Kuehn	Assistant Secretary
Michael O’Hair	Assistant Secretary

Also present were:

Andy Mendenhall	District Manager
Michelle Reiss	District Counsel (via phone)
Jeff Johnson	Operations Manager
Brenden Crawford	Field Services Manager
Residents	

The following is a summary of the discussions and actions taken at the Forest Creek CDD Board of Supervisors meeting.

FIRST ORDER OF BUSINESS

Call to Order/Roll Call

- Mr. Mendenhall called the meeting to order, and a quorum was established.

SECOND ORDER OF BUSINESS

Opening Prayer

- Mr. Kuehn opened the meeting with a prayer.

THIRD ORDER OF BUSINESS

Audience Comments on Agenda Items

- Comment/concerns about weeds in wetlands/conservation area behind and north of Old Cypress Cove; accent lighting covered by bushes; and trees on Forest Creek Trail.

FOURTH ORDER OF BUSINESS

Approval of Consent Agenda Items

- A. **Consideration of the Minutes of the Board of Supervisor Meeting held August 3, 2023**
- B. **Consideration of Financial Report for July 2023**
- C. **Ratification of Symbiont Compressor Warranty - \$1,817 – Labor & Parts Charge**

Mr. Wolf MOVED to approve the consent agenda and Mr. DeWitt seconded the motion.

- Mr. Wolf noted in the financials they have noticed a few items that will need to be recoded. Mr. Wolf will work with Mr. Ruben Nesbitt on those changes.
- Mr. Wolf addressed the Symbiont ratification noting a feature, the hard start, has been added to the compressor.
- Mr. Kuehn addressed R&M on page 19, noting he thought they were all coded to specific areas.
 - Mr. Wolf noted it is under the sub-category of Parks & Recreation.

On VOICE vote, with all in favor, the consent agenda was approved.
5/0

FIFTH ORDER OF BUSINESS

New Business

- Mr. Wolf addressed the FY 2024 meeting schedule noting there should be four meetings at 6:00 p.m.
 - Mr. Mendenhall noted he will confirm this.

SIXTH ORDER OF BUSINESS

Old Business

- None.

SEVENTH ORDER OF BUSINESS

Staff Report

A. Aquatic Services Report

- Mr. Kuehn addressed the Cedar Knoll pond noting it used to have a lot of lily pads and other things, but it looks like everything has been killed.
 - Mr. Johnson noted his general rule of thumb is 2/3 open water, but a resident complains about this pond and SOLitude may have cleared it intentionally.
- Mr. Wolf inquired if the Triploid Grass Carp barriers have been installed.
 - Mr. Johnson noted he is not sure if they have just prepped the area or if they installed them.
 - Mr. DeWitt noted they were supposed to get started on the barriers on Wednesday last week, but were probably delayed due to the hurricane.
- Mr. O’Hair noted the rain helped Pond 3.
- Mr. Wolf noted for the aeration system it looks like they put the pump back in.

- Mr. Johnson noted they were onsite yesterday for filter cleaning and general maintenance checkup and found one part that had to be replaced. However, both pumps are still loaner pumps while the original ones are being repaired.

B. Landscape Services Report

i. Field Inspection Reports

- Mr. Crawford noted for Issue 7, Mr. Wolf was able to give him the history on the mainline leak at the cottages. Mr. Crawford recommended going back to the HOA to see if they can get this area to dry up. If it does then they know it is overwatering, and if not, maybe they can investigate it further.
 - Mr. DeWitt addressed the history of overwatering by the cottages.
- Mr. Wolf addressed Issue 5 noting it builds up there and creeps under the bridge. For Issue 9 the bushes get beat up just because they are next to the basketball court.

C. District Counsel

- None.

D. District Engineer

- Mr. Mendenhall noted Mr. Chang sent across some information on the work the Board has asked him to investigate. Some work can be done by the pond maintenance company and some may require a different contractor since it will require some heavy equipment.
- Mr. DeWitt noted SOLitude has been addressing some of the items in the report and Mr. Johnson has been verifying; it is slowly getting done. Mr. DeWitt and Mr. Johnson will go out next week to check storm drains and weirs.

E. Operations Manager

i. Operations Report

a. Hoover Pumping Systems – Summary of Station Performance – 6-month Status Report

- Mr. Johnson noted SOLitude was onsite today for routine maintenance. He said that everything on Mr. Chang’s list that SOLitude can address has been.
 - Mr. Wolf requested they review at the next meeting which items SOLitude has handled so they know what is left.
- Mr. Johnson stated the sidewalk grinding is not complete.
- Mr. Johnson reviewed the Hoover Pumping Systems report. A backflush valve had failed and was replaced at a cost of \$816.

- Coding of the Hoover invoices was discussed (Contracts – Irrigation Pump versus R&M – Irrigation Pump for the annual contract) – Mr. Wolf will address this with Mr. Ruben Nesbitt, Inframark Finance.
- Mr. DeWitt noted he spoke with Kristen at Hoover and inquired if any of the components needed repair or replacement, and she said no. With this report and having no additional expense, they had talked about potentially putting a fence around the Hoover unit if it did not need any big dollar expenses. Fencing quotes are forthcoming.
- Mr. Wolf noted fencing could come from reserves.
- Mr. Johnson reported the HOA approved a community yard sale for October 21st and would like the entrance gate open.

On MOTION by Mr. Wolf seconded by Mr. Kuehn, with all in favor, to open the US 301 gate from 8:00 a.m. until 2:00 p.m. on October 21, 2023 was approved. 5/0

- Mr. O’Hair noted the pole at the exit gate was lying on the ground last night.
 - Mr. Johnson noted he put it back this morning.
- The Hoover Pumping Systems 6-month report was reviewed.
 - ii. **Proposals**
 - a. **Illuminations – Install Receptacle at Gazebo - \$2,965 – Parts & Labor**
 - b. **Illuminations – Track Lighting Proposal - \$6,795**
- Mr. Johnson addressed the proposal noting the contractor says a permit is not needed as he is tapping into an existing power source.
- Mr. DeWitt inquired about the install timeline.
 - Mr. Crawford noted it will depend on the schedule timing with the holidays.
- Mr. DeWitt noted previous discussions about the bridge repairs and being careful about spending money on something like this until they find out the status of the bridge(s) and not have any additional expense above and beyond what has been budgeted on the reserve list.
 - Mr. DeWitt noted they have three open proposals from Illuminations.
 - Clarification is needed for the Illuminations proposals.

On MOTION by Mr. DeWitt second by Mr. Wolf, with all in favor, the Charles Sweetser bridge repair proposal in the amount of \$5,758 was approved. 5/0

- c. Owens Electric, Inc – Install PVC Conduit and Cooper Conductor for Gazebo - \$3,800**
- No action.
- d. Symbiont Service Corp. – Install 3 Hard Start Kits and 4 Surge Protectors - \$1,762.40**
- Mr. Johnson reported compressor #2 failed. The compressor itself is still under warranty. He addressed the hard start kits for the remaining compressors for additional protection.
- Mr. Wolf addressed the need for a surge protector for the entire power panel verses separate surge protectors for the compressor circuit breakers.
 - Mr. Johnson noted Symbiont recommends protection at the main service where it comes into the building and at every sub-panel after that.
 - The District Engineer will be asked for an opinion on surge protection for the clubhouse power panel which feeds the compressors as well as other sensitive pumps and electronics.
 - Mr. DeWitt inquired about surge protections for the aerators, Hoover pumps and things like that.
 - Mr. Johnson noted they are not fed through the clubhouse; they would have to have separate surge protection.

On MOTION by Mr. Wolf seconded by Mr. DeWitt, with all in favor, the Symbiont Service Corp proposal at a not to exceed of \$700 for three (3) hard start kits only for geo-thermal pumps was approved.

F. District Manager

- Mr. Mendenhall reported they are going through the insurance process, and as part of that they have them look at anything new. They had Egis add the new playground and remove the old one. The net of this is no cost increase.
- Mr. Mendenhall confirmed the meeting schedule for FY 2024 does include four night meetings at 6pm – December, March, June and August.

EIGHTH ORDER OF BUSINESS

Supervisor Requests

- Mr. DeWitt inquired how the ArboRX refund was handled accounting-wise.
 - Mr. Mendenhall noted it is in the General Fund revenue streams. At the end of the year, they can do a budget amendment or leave it as miscellaneous revenue.
- Mr. Wolf inquired if there is anything on FEMA.
 - Mr. Mendenhall noted there was an email from Mr. Anthony Ettore stating there is no additional word on receiving funds.
- Mr. Wolf noted they will have to order some more street flags and poles.
- Mr. O’Hair noted they cannot do anything with the Brazilian peppers until October 1st. His understanding is he has to do an electronic grant application, the county will review it and send a representative out to review it with him, and if it meets the criteria they will provide a package to submit.

NINTH ORDER OF BUSINESS

Adjournment

There being no further business to come before the Board,

On MOTION by Mr. Kuehn seconded by Mr. O’Hair, with all in favor, the meeting was adjourned. 5/0



Joseph DeWitt, Chairman