

**SOUTH CREEK
COMMUNITY DEVELOPMENT DISTRICT**

January 21, 2021 Minutes of Special Organizational Meeting

Minutes of the Special Organizational Meeting

The Special Organizational Meeting of the Board of Supervisors for the South Creek Community Development District was held on **Friday, January 21, 2021 at 2:00 p.m.** at the Offices of Meritus located at 2005 Pan Am Circle, Suite 300, Tampa, FL 33607.

1. CALL TO ORDER

Brian Lamb called the Special Organizational Meeting of the Board of Supervisors of the South Creek Community Development District to order on **Friday, January 21, 2021 at 2:00 p.m.**

Board Members Present and Constituting a Quorum:

Nick Dister	Supervisor	
Ryan Motko	Supervisor	
Laura Coffey	Supervisor	<i>appointed during the meeting</i>
Kelly Evans	Supervisor	<i>appointed during the meeting</i>

Staff Members Present:

Brian Lamb	District Manager, Meritus	
John Vericker	District Counsel, Straley Robin Vericker	
Jennifer Taylor	Bond Counsel, Gray Robinson	<i>via conference call</i>

There were no members of the general public in attendance.

2. PUBLIC COMMENT PERIOD

There were no public comments.

3. ADMINISTER OATHS OF OFFICE TO BOARD ASSIGNED IN PETITION

Mr. Lamb stated that Nick Dister and Ryan Motko had been sworn in and their Oaths of Office are on record. Jeff Hills does plan on accepting his seat; however, Steve Luce and Albert Viera will not be accepting. Supervisor Dister and Supervisor Motko discussed appointing candidates to the two open Board seats.

MOTION TO:	Appoint Laura Coffey to the Albert Viera's seat.
MADE BY:	Supervisor Dister
SECONDED BY:	Supervisor Motko
DISCUSSION:	None further
RESULT:	Called to Vote: Motion PASSED 2/0 - Motion Passed Unanimously

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Mr. Lamb stated that he had Laura Coffey’s Oath of Office for the record.

The Board continued to discuss candidates for the remaining open seat.

MOTION TO:	Appoint Kelly Evans to the Steve Luce’s seat.
MADE BY:	Supervisor Motko
SECONDED BY:	Supervisor Dister
DISCUSSION:	None further
RESULT:	Called to Vote: Motion PASSED 3/0 - Motion Passed Unanimously

Mr. Lamb stated that he had Kelly Evans’s Oath of Office for the record.

4. SEAT NEW BOARD MEMBERS

A. Overview of Forms, Sunshine Amendment, Code of Ethics, Supervisor Responsibilities

Mr. Lamb went over that the Board members are all well-versed in Sunshine Laws, the Code of Ethics, and supervisor responsibilities. If they have any questions, they will contact Counsel.

5. APPOINTMENT OF OFFICERS – Resolution 2021-01

- A. Chairman**
- B. Vice Chairman**
- C. Secretary**
- D. Treasurer**
- E. Assistant Secretaries**

The Board discussed the officer positions. Supervisor Dister will be the Chair, and Supervisor Hills will be the Vice-Chair. Brian Lamb with Meritus will be the Secretary, and Eric Davidson with Meritus will be the Treasurer. The rest of the Board will be Assistant Secretaries, and Brian Howell with Meritus will be an additional Assistant Secretary.

MOTION TO:	Approve Resolution 2021-01 as discussed.
MADE BY:	Supervisor Motko
SECONDED BY:	Supervisor Dister
DISCUSSION:	None further
RESULT:	Called to Vote: Motion PASSED 4/0 - Motion Passed Unanimously

90 **6. APPOINTMENT OF CONSULTANTS**

91 **A. Consider Appointment of District Manager/Assessment Consultant– Resolution**
92 **2021-02**

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94 Meritus will be the District Manager/Assessment Consultant.

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96 **B. Designation of Registered Agent/Office – Resolution 2021-03**

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98 Brian Lamb/Meritus will be the Registered Agent/Office.

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100 **C. Consider Appointment of District General Counsel – Resolution 2021-04**

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102 Straley Robin Vericker will be District Counsel.

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104 **D. Consider Appointment of Interim District Engineer – By Motion**
105 **i. Authorize RFQ for District Engineer**

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107 Stantec will be the Interim Engineer. The Board authorized an RFQ for District Engineer.

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109 **E. Consider Appointment of Bond Counsel – Gray Robinson**

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111 Gray Robinson will be Bond Counsel.

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113 **F. Consider Appointment of Investment Banker – FMS Bonds**

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115 FMS Bonds will be the Investment Banker.

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117 **G. Consider Appointment of Trustee – US Bank**

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119 US Bank will be the Trustee.

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121 **MOTION TO:** Approve Items 6A-G, subject to review of the Chair
122 and/or Counsel for any necessary agreements.
123 **MADE BY:** Supervisor Coffey
124 **SECONDED BY:** Supervisor Dister
125 **DISCUSSION:** None further
126 **RESULT:** Called to Vote: Motion PASSED
127 4/0 - Motion Passed Unanimously

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131 **7. BUSINESS MATTERS**

- 132 **A. Consider Authorizing Notice of Establishment – Resolution 2021-05**
- 133 **B. Consider Policy of Compensation for Board Members – Resolution 2021-06**
- 134 **C. Consider Policy of Reimbursement of District Travel Expenses – Resolution**
- 135 **2021-07**
- 136 **D. Consider Designation of Primary Administrative Officer and Local Records**
- 137 **Office – Resolution 2021-08**
- 138 **E. Consider District Records Retention Schedule – Resolution 2021-09**
- 139 **F. Consider Fiscal Year 2021 Regular Meeting Schedule and Location – Resolution**
- 140 **2021-10**
- 141 **G. Consider Landowners’ Meeting Date, Time, and Location – Resolution 2021-11.**
- 142 **H. Consider Proposed FY 2021 Annual Budget & Set Public Hearing – Resolution**
- 143 **2021-12**
- 144 **I. Set Public Hearing for Uniform Method of Collections – Resolution 2021-13**
- 145 **J. Consider Rules of Procedure & Setting Public Hearing – Resolution 2021-14**
- 146 **K. Consider Policy Re: Support & Legal Defense for Board & Staff – Resolution**
- 147 **2021-15**
- 148 **L. Authorization to Obtain General Liability and Public Officers Insurance – By**
- 149 **Motion**
- 150 **M. Consider Designation of a Qualified Public Depository – Resolution 2021-16**
- 151 **N. Authorization of Signatories – Resolution 2021-17**
- 152 **O. Authorization to Disburse Funds for Expenses – Resolution 2021-18**
- 153 **P. Consideration Adoption of Investment Policy – Resolution 2021-19**
- 154 **Q. Consider Approval of Florida Statewide Mutual Aid Agreement – Resolution**
- 155 **2021-20**
- 156 **R. Consider Provisions for Public Comments – Resolution 2021-21**
- 157 **S. Appointment of Audit Committee – By Motion**
- 158 **T. Consideration of ADA Website Compliance Agreement**

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 160 Mr. Lamb went over all of the Business Items with the Board. Supervisor Coffey and Supervisor
 161 Evans waived the supervisor compensation. Supervisor Dister and Supervisor Motko accepted
 162 the supervisor compensation. The Landowners election will be held on March 4, 2021 at 2:00
 163 p.m. at the office of Meritus. The public hearings will be on April 1, 2021 at 2:00 p.m. at the
 164 office of Meritus. The Board authorized obtaining general liability and public officers insurance.
 165 The Board appointed the Board as the Audit Committee.
 166

MOTION TO:	Approve Business Matters 7A-T as stated.
MADE BY:	Supervisor Evans
SECONDED BY:	Supervisor Coffey
DISCUSSION:	None further
RESULT:	Called to Vote: Motion PASSED
	4/0 - Motion Passed Unanimously

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176 **8. PRELIMINARY REPORT PRESENTATION – ASSESSMENT BONDS**
177 **A. Consideration of Report of District Engineer**
178 **B. Consider Bond Validation Report**
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180 Mr. Lamb went over the Report of the District Engineer and the Bond Validation Report with the
181 Board.
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183	MOTION TO:	Approve a form of the Report of the District Engineer
184		and Bond Validation Report and authorize staff to
185		further refine them.
186	MADE BY:	Supervisor Evans
187	SECONDED BY:	Supervisor Coffey
188	DISCUSSION:	None further
189	RESULT:	Called to Vote: Motion PASSED
190		4/0 - Motion Passed Unanimously

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192 **C. Authorizing Issuance of Bonds/Filing of Validation Complaint – Resolution**
193 **2021-22**
194 **i. Master Trust Indenture**
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196 Jennifer Taylor went over the resolution with the Board.
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198	MOTION TO:	Approve Resolution 2021-22.
199	MADE BY:	Supervisor Motko
200	SECONDED BY:	Supervisor Coffey
201	DISCUSSION:	None further
202	RESULT:	Called to Vote: Motion PASSED
203		4/0 - Motion Passed Unanimously

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205 **D. Consider Authorization of Chairman to Accept or Execute Certain Documents –**
206 **Resolution 2021-23**
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208 Mr. Lamb went over the resolution with the Board.
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210	MOTION TO:	Approve Resolution 2021-23.
211	MADE BY:	Supervisor Dister
212	SECONDED BY:	Supervisor Coffey
213	DISCUSSION:	None further
214	RESULT:	Called to Vote: Motion PASSED
215		4/0 - Motion Passed Unanimously

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217 **E. Other Matters Related to Financing**

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9. ADMINISTRATIVE MATTERS

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A. Request for Working Capital – By Motion

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The Board and Mr. Lamb briefly discussed working capital.

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10. STAFF REPORTS

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A. District Counsel

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Mr. Vericker went over the requirement for E-Verify by the Department of Homeland Security for government staff and contractors.

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MOTION TO:	Approve E-Verify.
MADE BY:	Supervisor Evans
SECONDED BY:	Supervisor Coffey
DISCUSSION:	None further
RESULT:	Called to Vote: Motion PASSED 4/0 - Motion Passed Unanimously

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B. District Engineer

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C. District Manager

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There were no further reports from staff at this time.

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11. BOARD MEMBERS' COMMENTS

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Supervisor Evans asked if there will be an amenity. Supervisor Dister said yes, and it will be under the CDD.

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12. PUBLIC COMMENTS

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There were no public comments.

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257 **13. ADJOURNMENT**

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MOTION TO:	Adjourn.
MADE BY:	Supervisor Evans
SECONDED BY:	Supervisor Coffey
DISCUSSION:	None further
RESULT:	Called to Vote: Motion PASSED
	4/0 - Motion Passed Unanimously

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**Please note the entire meeting is available on disc.*

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**These minutes were done in summary format.*

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**Each person who decides to appeal any decision made by the Board with respect to any matter considered at the meeting is advised that 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.*

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275 Meeting minutes were approved at a meeting by vote of the Board of Supervisors at a publicly
276 noticed meeting held on 05/06/2021.

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279 Brian Lamb

280 Signature

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282 Brian Lamb

283 Printed Name

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285 Title:

286 Secretary

287 Assistant Secretary

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291 South Creek Community Development District

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SEAL

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Established January 12, 2021
Hillsborough County, Florida

Official District Seal

Signature

Printed Name

Title:

Chairman

Vice Chairman

Recorded by Records Administrator

Brittany Crutchfield

Signature

5/7/2021

Date