

**SOUTH CREEK
COMMUNITY DEVELOPMENT DISTRICT**

March 4, 2021 Minutes of Public Hearings, Audit Committee, and Regular Meeting

Minutes of the Public Hearings, Audit Committee, and Regular Meeting

The Public Hearings, Audit Committee, and Regular Meeting of the Board of Supervisors for the South Creek Community Development District was held on **Thursday, March 4, 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 Public Hearings, Audit Committee, and Regular Meeting of the Board of Supervisors of the South Creek Community Development District to order on **Thursday, March 4, 2021 at 2:00 p.m.**

Board Members Present and Constituting a Quorum:

Kelly Evans	Chair
Jeff Hills	Vice-Chair
Laura Coffey	Supervisor
Nick Dister	Supervisor
Ryan Motko	Supervisor

Staff Members Present:

Brian Lamb	District Manager, Meritus
Brian Howell	District Manager, Meritus
Bryan Radcliff	District Manager, Meritus
John Vericker	District Counsel, Straley Robin Vericker

There were no members of the general public in attendance.

2. OATH OF OFFICE

Laura Coffey, Nick Dister, Kelly Evans, Jeff Hills, and Ryan Motko took their Oaths of Office.

3. PUBLIC COMMENT ON AGENDA ITEMS

There were no public comments.

4. RECESS TO PUBLIC HEARINGS

Mr. Lamb directed the Board to recess to the public hearings.

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5. PUBLIC HEARING ON ADOPTING UNIFORM METHOD OF COLLECTION

A. Open the Public Hearing on Adopting Uniform Method of Collection

MOTION TO:	Open the public hearing.
MADE BY:	Supervisor Evans
SECONDED BY:	Supervisor Dister
DISCUSSION:	None further
RESULT:	Called to Vote: Motion PASSED 5/0 - Motion Passed Unanimously

B. Staff Presentation

Mr. Lamb went over the resolution with the Board.

C. Public Comments

There were no public comments.

D. Close the Public Hearing on Adopting Uniform Method of Collection

MOTION TO:	Close the public hearing.
MADE BY:	Supervisor Evans
SECONDED BY:	Supervisor Coffey
DISCUSSION:	None further
RESULT:	Called to Vote: Motion PASSED 5/0 - Motion Passed Unanimously

E. Consideration of Resolution 2021-24; Adopting Uniform Method of Collection

The Board reviewed the resolution.

MOTION TO:	Approve Resolution 2021-24.
MADE BY:	Supervisor Evans
SECONDED BY:	Supervisor Hills
DISCUSSION:	None further
RESULT:	Called to Vote: Motion PASSED 5/0 - Motion Passed Unanimously

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6. PUBLIC HEARING ON ADOPTING UNIFORM RULES OF PROCEDURE
A. Open the Public Hearing on Adopting Uniform Rules of Procedure

MOTION TO:	Open the public hearing.
MADE BY:	Supervisor Motko
SECONDED BY:	Supervisor Dister
DISCUSSION:	None further
RESULT:	Called to Vote: Motion PASSED 5/0 - Motion Passed Unanimously

B. Staff Presentation

Mr. Lamb went over the resolution with the Board.

C. Public Comments

There were no public comments.

D. Close the Public Hearing on Adopting Uniform Rules of Procedure

MOTION TO:	Close the public hearing.
MADE BY:	Supervisor Evans
SECONDED BY:	Supervisor Motko
DISCUSSION:	None further
RESULT:	Called to Vote: Motion PASSED 5/0 - Motion Passed Unanimously

E. Consideration of Resolution 2021-25; Adopting Uniform Rules of Procedure

The Board reviewed the resolution.

MOTION TO:	Approve Resolution 2021-25.
MADE BY:	Supervisor Evans
SECONDED BY:	Supervisor Motko
DISCUSSION:	None further
RESULT:	Called to Vote: Motion PASSED 5/0 - Motion Passed Unanimously

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7. PUBLIC HEARING ON ADOPTING FINAL FISCAL YEAR 2021 BUDGET
A. Open the Public Hearing on Adopting Final Fiscal Year 2021 Budget

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MOTION TO:	Open the public hearing.
MADE BY:	Supervisor Motko
SECONDED BY:	Supervisor Dister
DISCUSSION:	None further
RESULT:	Called to Vote: Motion PASSED 5/0 - Motion Passed Unanimously

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B. Staff Presentation

139 Mr. Lamb went over the budget with the Board.

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C. Public Comments

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143 There were no public comments.

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D. Close the Public Hearing on Adopting Final Fiscal Year 2021 Budget

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MOTION TO:	Close the public hearing.
MADE BY:	Supervisor Dister
SECONDED BY:	Supervisor Coffey
DISCUSSION:	None further
RESULT:	Called to Vote: Motion PASSED 5/0 - Motion Passed Unanimously

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E. Consideration of Resolution 2021-26; Adopting Final Fiscal Year 2021 Budget
i. Consideration of Developer Funding Agreement

The Board reviewed the resolution.

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MOTION TO:	Approve Resolution 2021-26.
MADE BY:	Supervisor Evans
SECONDED BY:	Supervisor Dister
DISCUSSION:	None further
RESULT:	Called to Vote: Motion PASSED 5/0 - Motion Passed Unanimously

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8. RECESS TO AUDIT COMMITTEE MEETING

Mr. Lamb directed the Board to recess to the Audit Committee meeting.

9. AUDIT COMMITTEE MEETING

A. Call to Order/Roll Call

The Board will serve as the Audit Committee.

B. Appoint Chairman

Supervisor Evans will be the Chair.

C. Selection of Criteria for Evaluation of Proposals

The Committee selected ability or personnel, experience, timeline, ability, and price.

D. Determine Date, Time, Location, and RFP Required

i. Consider Notice of Request for Proposals for Audit Services

E. Consider Sending RFP to Interested Firms

An RFP will be sent out to interested firms.

F. Determine Date of Next Committee Meeting

i. Audit Committee Guidelines

10. RETURN AND PROCEED TO REGULAR MEETING

Mr. Lamb directed the Board to return and proceed to the regular meeting.

11. VENDOR AND STAFF REPORTS

A. District Counsel

B. District Engineer

C. District Manager

There were no further reports from staff at this time.

12. BUSINESS ITEMS

A. Consideration of Resolution 2021-27; Canvassing and Certifying Results of the Landowners Election

212 Mr. Lamb went over the resolution with the Board. Kelly Evans has Seat 1 with a four-year term,
213 Jeff Hills has Seat 2 with a four-year term, Laura Coffey has Seat 3 with a four-year term, Nick
214 Dister has Seat 4 with a two-year term, and Ryan Motko has Seat 5 with a two-year term.
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216	MOTION TO:	Approve Resolution 2021-27
217	MADE BY:	Supervisor Hills
218	SECONDED BY:	Supervisor Evans
219	DISCUSSION:	None further
220	RESULT:	Called to Vote: Motion PASSED
221		5/0 - Motion Passed Unanimously

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223 **B. Consideration of Resolution 2021-28; Designating Officers**
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225 Mr. Lamb went over the resolution with the Board. Supervisor Evans will be the Chair, and
226 Supervisor Hills will be the Vice-Chair, with the rest of the Board serving as Assistant
227 Secretaries. Mr. Lamb will be the Secretary, Eric Davidson will Meritus will be the Treasurer,
228 and Brian Howell with Meritus will be an additional Assistant Secretary.
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230	MOTION TO:	Approve Resolution 2021-28 as discussed.
231	MADE BY:	Supervisor Motko
232	SECONDED BY:	Supervisor Coffey
233	DISCUSSION:	None further
234	RESULT:	Called to Vote: Motion PASSED
235		5/0 - Motion Passed Unanimously

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237 **C. Consideration of District Engineer's Report**
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239 Mr. Lamb went over the District Engineer's report with the Board.
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241	MOTION TO:	Approve the District Engineer's Report.
242	MADE BY:	Supervisor Evans
243	SECONDED BY:	Supervisor Dister
244	DISCUSSION:	None further
245	RESULT:	Called to Vote: Motion PASSED
246		5/0 - Motion Passed Unanimously

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248 **D. Consideration of Master Assessment Methodology Report**
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250 Mr. Lamb went over the Master Assessment Methodology Report with the Board.
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MOTION TO:	Approve the Master Assessment Methodology Report.
MADE BY:	Supervisor Evans
SECONDED BY:	Supervisor Motko
DISCUSSION:	None further
RESULT:	Called to Vote: Motion PASSED 5/0 - Motion Passed Unanimously

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E. Consideration of Resolution 2021-29; Declaring Debt Assessments

Mr. Lamb went over the resolution with the Board.

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MOTION TO:	Approve Resolution 2021-29.
MADE BY:	Supervisor Evans
SECONDED BY:	Supervisor Hills
DISCUSSION:	None further
RESULT:	Called to Vote: Motion PASSED 5/0 - Motion Passed Unanimously

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F. Consideration of Resolution 2021-30; Setting Public Hearing to Levy Debt Assessments

Mr. Lamb went over the resolution with the Board.

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MOTION TO:	Approve Resolution 2021-30.
MADE BY:	Supervisor Coffey
SECONDED BY:	Supervisor Dister
DISCUSSION:	None further
RESULT:	Called to Vote: Motion PASSED 5/0 - Motion Passed Unanimously

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G. Consideration of District Engineering Services Proposal
i. Stantec Consulting Services, Inc.

The Board reviewed the District Engineering Services Proposal from Stantec.

MOTION TO:	Approve the Stantec proposal for District Engineering services.
MADE BY:	Supervisor Evans
SECONDED BY:	Supervisor Hills
DISCUSSION:	None further
RESULT:	Called to Vote: Motion PASSED 5/0 - Motion Passed Unanimously

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H. Consideration of Outdoor Solar Lighting Equipment Lease

Mr. Lamb went over outdoor solar lighting equipment lease with the Board.

MOTION TO:	Approve the outdoor solar lighting equipment lease.
MADE BY:	Supervisor Evans
SECONDED BY:	Supervisor Motko
DISCUSSION:	None further
RESULT:	Called to Vote: Motion PASSED 5/0 - Motion Passed Unanimously

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I. General Matters of the District

13. SUPERVISOR REQUESTS AND AUDIENCE COMMENTS

There were no additional supervisor requests or audience comments.

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317 **14. ADJOURNMENT**
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319	MOTION TO:	Adjourn.
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321	SECONDED BY:	Supervisor Dister
322	DISCUSSION:	None further
323	RESULT:	Called to Vote: Motion PASSED
324		5/0 - Motion Passed Unanimously

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326 **Please note the entire meeting is available on disc.*
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328 **These minutes were done in summary format.*
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330 **Each person who decides to appeal any decision made by the Board with respect to any matter*
331 *considered at the meeting is advised that person may need to ensure that a verbatim record of*
332 *the proceedings is made, including the testimony and evidence upon which such appeal is to be*
333 *based.*
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335 **Meeting minutes were approved at a meeting by vote of the Board of Supervisors at a publicly**
336 **noticed meeting held on 05/06/2021.**
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338 Brian Lamb
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340 **Signature**

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342 Brian Lamb
343 **Printed Name**

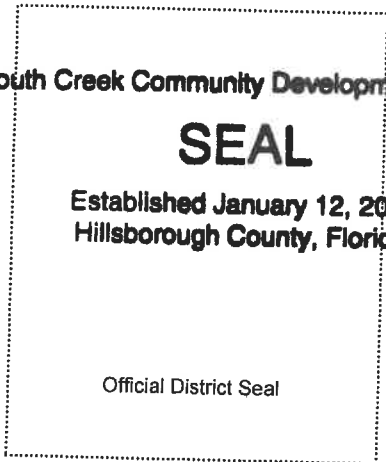
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345 **Title:**
346 **Secretary**
347 **Assistant Secretary**
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338 Jeffery S. Hills
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340 **Signature**

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342 Jeffery S. Hills
343 **Printed Name**

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345 **Title:**
346 **Chairman**
347 **Vice Chairman**
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350 **South Creek Community Development District**



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353 *Recorded by Records Administrator*

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355 Brittany Crutchfield
356 *Signature*

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358 5/7/2021
359 *Date*