

**SPENCER CREEK  
COMMUNITY DEVELOPMENT DISTRICT  
BOARD OF SUPERVISORS  
SPECIAL ORGANIZATIONAL MEETING  
OCTOBER 18, 2018**

**SPENCER CREEK  
COMMUNITY DEVELOPMENT DISTRICT AGENDA  
THURSDAY, OCTOBER 18, 2018**

**9:00 A.M.**

The Offices of Meritus  
Located at 2005 Pan Am Circle Suite 120, Tampa FL 33607

**District Board of Supervisors**

Jeff Hills  
Ryan Motko  
Nick Dister  
Albert Viera  
Steve Luce

**District Manager**

Meritus

Brian Lamb  
Brian Howell

**District Attorney**

Straley, Robin, Vericker

John Vericker

**District Engineer**

*All cellular phones and pagers must be turned off while in the meeting room*

**The District Agenda is comprised of four different sections:**

The meeting will begin at **9:00 a.m.** with the seventh section called **Business Matters**. The business matters 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 Administrator prior to the presentation of that agenda item. Agendas can be reviewed by contacting the Manager's office at (813) 397-5120 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 ninth section is called **Administrative Matters**. The Administrative Matters section contains items that require the review and approval of the District Board of Supervisors as a normal course of business. The tenth section is called **Staff Reports**. This section allows the District Administrator, Engineer, and Attorney to update the Board of Supervisors on any pending issues that are being researched for Board action. The final sections are called **Board Members Comments and Public Comments**. This is the section in which the Supervisors may request Staff to prepare certain items in an effort to meet residential needs. 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 ADMINSTRATOR OUTSIDE THE CONTEXT OF THIS 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 (813) 397-5120, at least 48 hours before the meeting. If you are hearing or speech impaired, please contact the Florida Relay Service at 1 (800) 955-8770, 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.

October 18, 2018  
Board of Supervisors  
**Spencer Creek Community Development District**

*Dear Board Members:*

The Special Organizational Meeting of Spencer Creek Community Development District will be held on **October 18, 2018 at 9:00 a.m.** at the Offices of Meritus located at 2005 Pan Am Circle Suite 120 Tampa, FL 33607. Following is the Agenda for the Meeting:

**Call In Number: 1-866-906-9330**

**Access Code: 4863181**

- 1. CALL TO ORDER**
  - A. Overview of Meeting Procedures and Decorum
- 2. PUBLIC COMMENT PERIOD**
- 3. ADMINISTER OATHS OF OFFICE TO BOARD ASSIGNED IN PETITION**
- 4. SEAT NEW BOARD MEMBERS**
  - A. Overview of Forms, Sunshine Amendment, Code of Ethics, Supervisor Responsibilities
- 5. APPOINTMENT OF OFFICERS – Resolution 2019-01 ..... Tab 01**
  - A. Chairman
  - B. Vice Chairman
  - C. Secretary
  - D. Treasurer
  - E. Assistant Secretaries
- 6. APPOINTMENT OF CONSULTANTS**
  - A. Consider Appointment of District Manager – **Resolution 2019-02** ..... **Tab 02**
  - B. Designation of Registered Agent/Office – **Resolution 2019-03** ..... **Tab 03**
  - C. Consider Appointment of District General Counsel – **Resolution 2019-04**..... **Tab 04**
  - D. Consider Appointment of Interim District Engineer – **By Motion**
    - i. Authorize RFQ for District Engineer
  - E. Consider Appointment of Bond Counsel- **Akerman LLP**..... **Tab 05**
  - F. Consider Appointment of Investment Banker- **FMS Bonds, Inc.** ..... **Tab 06**
  - G. Consider Appointment of Trustee – **US Bank- By Motion** ..... **Tab 07**
- 7. BUSINESS MATTERS**
  - A. Approve Notice of Establishment- **Resolution 2019-05** ..... **Tab 08**
  - B. Consider Policy of Compensation for Board Members – **Resolution 2019-06**..... **Tab 09**
  - C. Consider Policy of Reimbursement of District Travel Expenses – **Resolution 2019-07** ..... **Tab 10**
  - D. Consider Designation of Local Records Office – **Resolution 2019-08**..... **Tab 11**
  - E. Consider District Records Retention Schedule – **Resolution 2019-09** ..... **Tab 12**
  - F. Consider Fiscal Year 2019 Regular Meeting Schedule and Location- **Resolution 2019-10**. **Tab 13**
  - G. Consider Landowners’ Meeting Date, Time and Location- **Resolution 2019-11** ..... **Tab 14**
  - H. Consider Proposed FY 2019 Annual Budget & Set Public Hearing – **Resolution 2019-12**. **Tab 15**
  - I. Consider FY 2019 Developer Funding Agreement ..... **Tab 16**
  - J. Set Public Hearing for Uniform Method of Collection – **Resolution 2019-13** ..... **Tab 17**
  - K. Consider Rules of Procedure & Setting Public Hearing - **Resolution 2019-14** ..... **Tab 18**
  - L. Consider Policy Re: Support & Legal Defense for Board & Staff- **Resolution 2019-15** ..... **Tab 19**
  - M. Authorization to obtain General Liability and Public Officers Insurance-**By Motion**
  - N. Consider Designation of a Qualified Public Depository- **Resolution 2019-16**..... **Tab 20**
  - O. Authorization of Signatories- **Resolution 2019-17** ..... **Tab 21**
  - P. Authorization to Disburse Funds for Expenses- **Resolution 2019-18**..... **Tab 22**
  - Q. Consider Adoption of Investment Policy- **Resolution 2019-19** ..... **Tab 23**
  - R. Consider Approval of Florida Statewide Mutual Aid Agreement- **Resolution 2019-20** ..... **Tab 24**
  - S. Consider Provisions for Public Comments – **Resolution 2019-21**..... **Tab 25**

- T. Consider Plat Approval – **By Motion**
- 8. PRELIMINARY REPORT PRESENTATION – ASSESSMENT BONDS**
  - A. Preliminary Validation Report of Engineer ..... **Tab 26**
  - B. Preliminary Assessment Bond Validation Report ..... **Tab 27**
  - C. Authorizing Issuance of Bonds/Filing of Validation Complaint - **Resolution 2019-22** ..... **Tab 28**
    - i. Master Trust Indenture ..... **Page 132**
  - D. Consider Authorization of Chairman to Accept or Execute Certain Documents  
**Resolution 2019-23** ..... **Tab 29**
  - E. Other Matters Relating to Financing
- 9. ADMINISTRATIVE MATTERS**
  - A. Request for Working Capital – **By Motion**
- 10. STAFF REPORTS**
  - A. District Counsel
  - B. District Manager
  - C. District Engineer
- 11. BOARD MEMBERS COMMENTS**
- 12. PUBLIC COMMENTS**
- 13. 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 (813) 397-5120.

Sincerely,



Brian Lamb, CEO  
Meritus