

**SPENCER CREEK  
COMMUNITY DEVELOPMENT DISTRICT**

**October 18, 2018 Minutes of Special Organizational Meeting**

**Minutes of the Special Organizational Meeting**

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

**1. CALL TO ORDER**

Brian Lamb called the Special Organizational Meeting of the Board of Supervisors of the Spencer Creek Community Development District to order on **Thursday, October 18, 2018 at 9:26 a.m.**

**Board Members Present and Constituting a Quorum:**

Jeff Hills	Supervisor	<i>via speakerphone</i>
Ryan Motko	Supervisor	
Nick Dister	Supervisor	
Albert Viera	Supervisor	

**Staff Members Present:**

Brian Lamb	Meritus
Debby Nussel	Meritus
John Vericker	Straley Robin Vericker
Kristen Schalter	Straley Robin Vericker
Michelle Campbell	Eisenhower Property

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 Ryan Motko, Nick Dister, and Albert Viera had been sworn in before the meeting. Jeff Hills will not be voting at this meeting since he has not been sworn in.

45 **4. SEAT NEW BOARD MEMBERS**

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

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49 Mr. Lamb stated that these Board members are aware of the Code of Ethics, Sunshine Laws, and  
50 Supervisor responsibilities since they are already on several CDDs. Mr. Lamb reminded the  
51 Board that if they ever have any questions to please let District Counsel know. Mr. Lamb stated  
52 he will place the Oaths of Office in the Records of Proceeding.

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55 **5. APPOINTMENT OF OFFICERS – Resolution 2019-01**

- 56 **A. Chairman**  
57 **B. Vice Chairman**  
58 **C. Secretary**  
59 **D. Treasurer**  
60 **E. Assistant Secretaries**

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62 Mr. Lamb went over resolution. Supervisor Hills will serve as Chairman, Supervisor Dister will  
63 serve as Vice Chair, Mr. Lamb will serve as Secretary, Eric Davidson from Meritus will serve as  
64 Treasurer, and the rest of the Board will serve as Assistant Secretaries.

66	MOTION TO:	Approve Resolution 2019-01 as stated.
67	MADE BY:	Supervisor Motko
68	SECONDED BY:	Supervisor Viera
69	DISCUSSION:	None further
70	RESULT:	Called to Vote: Motion PASSED
71		3/0 - Motion Passed Unanimously

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74 **6. APPOINTMENT OF CONSULTANTS**

75 **A. Consider Appointment of District Manager/Assessment Consultant– Resolution**  
76 **2019-02**

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78 Mr. Lamb went over the resolution for the appointment of District Manager and Assessment  
79 Consultant.

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81 **B. Designation of Registered Agent/Office – Resolution 2019-03**

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83 Mr. Lamb went over the resolution which names Brian Lamb as Registered Agent.

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85 **C. Consider Appointment of District General Counsel – Resolution 2019-04**

86  
87 Mr. Lamb went over the resolution for District Counsel.  
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90 **D. Consider Appointment of Interim District Engineer – By Motion**  
91 **i. Authorize RFQ for District Engineer**

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93 Mr. Lamb went over the appointment of interim District Engineer and RFQ for District Engineer.

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95 **E. Consider Appointment of Bond Counsel – Akerman LLP**

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97 Mr. Lamb went over the appointment of Bound Counsel.

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

100  
101 Mr. Lamb went over the appointment of Investment Banker.

102  
103 **G. Consider Appointment of Trustee – US Bank**

104  
105 Mr. Lamb went over the appointment of Trustee.

106  
107 MOTION TO: Approve Section 6 as reviewed in substantial form  
108 with review by the Chair.  
109 MADE BY: Supervisor Dister  
110 SECONDED BY: Supervisor Viera  
111 DISCUSSION: None further  
112 RESULT: Called to Vote: Motion PASSED  
113 3/0 - Motion Passed Unanimously

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116 **7. BUSINESS MATTERS**

117 **A. Approve Notice of Establishment – Resolution 2019-05**

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119 Mr. Lamb went over the resolution and will have Counsel file it for public record.

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121 **B. Consider Policy of Compensation for Board Members – Resolution 2019-06**

122  
123 Mr. Lamb went over the resolution. The Board agreed that they will not receive compensation.

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125 **C. Consider Policy of Reimbursement of District Travel Expenses – Resolution**  
126 **2019-07**

127  
128 Mr. Lamb went over the resolution with the Board.

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130 **D. Consider Designation of Local Records Officer – Resolution 2019-08**

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132 Mr. Lamb went over the resolution, naming the Meritus office as the local records office.

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135 **E. Consider District Records Retention Schedule – Resolution 2019-09**

136  
137 Mr. Lamb went over the resolution with the Board.

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139 **F. Consider Fiscal Year 2019 Regular Meeting Schedule and Location – Resolution**  
140 **2019-10**

141  
142 Mr. Lamb went over the resolution and meeting dates with the Board.

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144 **G. Consider Landowners’ Meeting Date, Time, and Location – Resolution 2019-11**

145  
146 Mr. Lamb went over the resolution. He stated that the Landowners Election will be on December  
147 6, 2018 at 1:45 p.m.

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149 **H. Consider Proposed FY 2019 Annual Budget & Set Public Hearing – Resolution**  
150 **2019-12**

151  
152 Mr. Lamb went over the resolution. The Public Hearing will be held on January 3, 2019.

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154 **I. Consider FY 2019 Developer Funding Agreement**

155  
156 Mr. Lamb went over the Developer Funding Agreement.

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158 **J. Set Public Hearing for Uniform Method of Collections – Resolution 2019-13**

159  
160 Mr. Lamb went over the resolution. The public hearing will be held on January 3, 2019.

161  
162 **K. Consider Rules of Procedure & Setting Public Hearing – Resolution 2019-14**

163  
164 Mr. Lamb went over the resolution. The public hearing will be held on January 3, 2019.

165  
166 **L. Consider Policy Re: Support & Legal Defense for Board & Staff – Resolution**  
167 **2019-15**

168  
169 Mr. Lamb went over the resolution with the Board.

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171 **M. Authorization to Obtain General Liability and Public Officers Insurance – By**  
172 **Motion**

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174 Mr. Lamb went over the cost to obtain general liability and public officers insurance.

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176 **N. Consider Designation of a Qualified Public Depository – Resolution 2019-16**

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178 Mr. Lamb went over the resolution, naming SunTrust as the Qualified Public Depository.

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**O. Authorization of Signatories – Resolution 2019-17**

Mr. Lamb went over the resolution.

**P. Authorization to Disburse Funds for Expenses – Resolution 2019-18**

Mr. Lamb went over the resolution.

**Q. Consideration Adoption of Investment Policy – Resolution 2019-19**

Mr. Lamb went over the resolution.

**R. Consider Approval of Florida Statewide Mutual Aid Agreement – Resolution 2019-20**

Mr. Lamb went over the resolution.

**S. Consider Provisions for Public Comments – Resolution 2019-21**

Mr. Lamb went over the resolution.

**T. Consider Plat Approval – By Motion**

Mr. Lamb went over the Plat Approval with the Board.

MOTION TO:	Approve Section 7 as reviewed and suggested.
MADE BY:	Supervisor Dister
SECONDED BY:	Supervisor Viera
DISCUSSION:	None further
RESULT:	Called to Vote: Motion PASSED
	3/0 - Motion Passed Unanimously

**8. PRELIMINARY REPORT PRESENTATION – ASSESSMENT BONDS**

**A. Preliminary Validation Report of Engineer**

Mr. Lamb went over the Engineer Report dated October 8, 2018. He went over the cost in the report.

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MOTION TO:	Approve the Preliminary Validation Report of Engineer in substantial form.
MADE BY:	Supervisor Dister
SECONDED BY:	Supervisor Viera
DISCUSSION:	None further
RESULT:	Called to Vote: Motion PASSED 3/0 - Motion Passed Unanimously

**B. Preliminary Assessment Bond Validation Report**

Mr. Lamb went over the report and cost.

MOTION TO:	Approve the Preliminary Assessment Bond Validation Report in substantial form.
MADE BY:	Supervisor Dister
SECONDED BY:	Supervisor Viera
DISCUSSION:	None further
RESULT:	Called to Vote: Motion PASSED 3/0 - Motion Passed Unanimously

**C. Authorizing Issuance of Bonds/Filing of Validation Complaint – Resolution 2019-22**

**i. Master Trust Indenture**

Mr. Babbar went over the resolution.

MOTION TO:	Approve Resolution 2019-22.
MADE BY:	Supervisor Dister
SECONDED BY:	Supervisor Viera
DISCUSSION:	None further
RESULT:	Called to Vote: Motion PASSED 3/0 - Motion Passed Unanimously

**D. Consider Authorization of Chairman to Accept or Execute Certain Documents – Resolution 2019-23**

Mr. Babbar went over the resolution.

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MOTION TO:	Approve Resolution 2019-23.
MADE BY:	Supervisor Dister
SECONDED BY:	Supervisor Viera
DISCUSSION:	None further
RESULT:	Called to Vote: Motion PASSED
	3/0 - Motion Passed Unanimously

**E. Other Matters Related to Financing**

**9. ADMINISTRATIVE MATTERS**

**A. Request for Working Capital – By Motion**

Mr. Lamb stated that Alex Wolfe with Meritus is working with Michelle Campbell with Eisenhower Property to set everything up.

**10. STAFF REPORTS**

- A. District Counsel**
- B. District Engineer**
- C. District Manager**

**11. BOARD MEMBERS' COMMENTS**

There were no Board member comments.

**12. PUBLIC COMMENTS**

There were no public comments.

295 **13. ADJOURNMENT**  
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297	MOTION TO:	Adjourn.
298	MADE BY:	Supervisor Dister
299	SECONDED BY:	Supervisor Viera
300	DISCUSSION:	None further
301	RESULT:	Called to Vote: Motion PASSED
302		3/0 - Motion Passed Unanimously

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

305  
306 *\*These minutes were done in summary format.*

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308 *\*Each person who decides to appeal any decision made by the Board with respect to any matter*  
309 *considered at the meeting is advised that person may need to ensure that a verbatim record of*  
310 *the proceedings is made, including the testimony and evidence upon which such appeal is to be*  
311 *based.*  
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313 **Meeting minutes were approved at a meeting by vote of the Board of Supervisors at a publicly**  
314 **noticed meeting held on 06-06-19.**

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317  
318 **Signature**

319  
320 Brian Hume

321 **Printed Name**

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323 **Title:**

- 324  **Secretary**  
325  **Assistant Secretary**

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318 **Signature**

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320 Nicholas J. Dister

321 **Printed Name**

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323 **Title:**

- 324  **Chairman**  
325  **Vice Chairman**

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329 **Spencer Creek Community Development District**

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331 **SEAL**

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333 **Established October 18, 2018**  
334 **Hillsborough County, Florida**

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336 **Official District Seal**  
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*Recorded by Records Administrator*

\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*Date*