

**SPENCER CREEK
COMMUNITY DEVELOPMENT
DISTRICT**

OCTOBER 03, 2024

AGENDA PACKAGE

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Meeting ID: 215 817 490 035 **Passcode:** 45UmMF

Dial-in by phone +1 646-838-1601 **Pin:** 227 773 399#



2005 PAN AM CIRLE SUITE 300
TAMPA FL, 33607

Spencer Creek Community Development District

Board of Supervisors

Kelly Evans, Chairman
Carlos De La Ossa, Vice Chairperson
Lori Campagna, Assistant Secretary
Ben Gainer, Assistant Secretary
Nick Dister, Assistant Secretary

District Staff

Bryan Radcliff, District Manager
John Vericker, District Counsel
Tonja Stewart, District Engineer

Regular Meeting Agenda

Thursday, October 03, 2024, at 2:00 p.m.

The Regular Meeting of the **Spencer Creek Community Development District** will be held **October 03, 2024, at 2:00 p.m. at the Offices of Inframark located at 2005 Pan Am Circle, Suite 300, Tampa, FL 33607**. Please let us know at least 24 hours in advance if you are planning to call into the meeting. Following is the Agenda for the Meeting:

[Join the meeting now](#)

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REGULAR MEETING OF BOARD OF SUPERVISORS

1. **CALL TO ORDER/ROLL CALL**
2. **PUBLIC COMMENTS ON AGENDA ITEMS**
3. **BUSINESS ITEMS**
 - A. Discussion on Audit Engagement Letters
4. **CONSENT AGENDA**
 - A. Approval of Minutes of the September 05, 2024 Regular Meeting
 - B. Consideration of Operation and Maintenance August 2024
 - C. Acceptance of the Financials and Approval of the Check Register for August 2024
5. **STAFF REPORTS**
 - A. District Counsel
 - B. District Engineer
 - C. District Manager
 - i. Field Inspections Report – *Under Separate Cover*
6. **BOARD OF SUPERVISORS REQUESTS AND COMMENTS**
7. **PUBLIC COMMENTS**
8. **ADJOURNMENT**

*Next regularly scheduled meeting is **November 07, 2024 at 2:00 p.m.**

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

The regular meeting of the Board of Supervisors of Spencer Creek Community Development District was held on Thursday, September 5, 2024, and called to order at 2:51 pm at the Offices of Inframark located at 2005 Pan Am Circle, Suite 300, Tampa, Florida 33607.

Present and constituting a quorum were:

Kelly Evans	Chairperson
Carlos de la Ossa	Vice Chairperson
Nicholas Dister	Assistant Secretary (<i>via phone</i>)
Lori Campagna	Assistant Secretary

Also present were:

Bryan Radcliff	District Manager
Jayna Cooper	District Manager
Kathryn Hopkinson	District Counsel
John Vericker	District Counsel
Gary Schwartz	Field Services Manager

The following is a summary of the discussions and actions taken.

FIRST ORDER OF BUSINESS **Call to Order/Roll Call**

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

SECOND ORDER OF BUSINESS **Public Comment**

There being none, the next order of business followed.

THIRD ORDER OF BUSINESS **Business Items**

A. Consideration of Resolution 2024-06, FY 2025 Goals & Objectives

i. HB7013 – Special Districts Performance Measures & Standards Memo

On MOTION by Mr. de la Ossa seconded by Ms. Campagna, with all in favor, Resolution 2024-06, Fiscal Year 2025 Goals & Objectives, including HB7013-Special Districts Performance Measures and Standards Memo, was adopted. 4-0

B. Consideration of Resolution 2024-07, Redesignating Officers

The following persons were elected to the offices:

• Kelly Evans	Chairperson
• Carlos De La Ossa	Vice Chairperson
• Brian Lamb	Secretary
• Eric Davidson	Treasurer

September 5, 2024

SPENCER CREEK CDD

- Leah Popelka Assistant Treasurer
- Bryan Radcliff Assistant Secretary
- Lori Campagna Assistant Secretary
- Ben Gainer Assistant Secretary
- Nick Dister Assistant Secretary

On MOTION by Mr. de la Ossa seconded by Ms. Campagna, with all in favor, Resolution 2024-07, Redesignating Officers, adding Leah Popelka as Assistant Treasurer, as detailed above, was adopted. 4-0

C. Acceptance of Financial Report for Fiscal Year Ending September 30, 2023

On MOTION by Mr. de la Ossa seconded by Ms. Evans, with all in favor, Financial Report for Fiscal Year Ending September 30, 2023, was accepted. 4-0

FOURTH ORDER OF BUSINESS

Consent Agenda

A. Approval of Minutes of the August 01, 2024 Regular Meeting

B. Consideration of Operation and Maintenance July 2024

C. Acceptance of the Financials and Approval of the Check Register for July 2024

On MOTION by Mr. de la Ossa seconded by Ms. Campagna, with all in favor, the Consent Agenda was approved. 4-0

FIFTH ORDER OF BUSINESS

Staff Reports

A. District Counsel

B. District Engineer

C. District Manager

There being no reports, the next item followed.

i. Field Inspections Report

The Field Inspections report was presented, a copy of which is included in the agenda package.

SIXTH ORDER OF BUSINESS

Board of Supervisors' Requests and Comments

There being none, the next order of business followed.

SEVENTH ORDER OF BUSINESS

Public Comments

There being none, the next order of business followed.

EIGHTH ORDER OF BUSINESS

Adjournment

There being no further business,

September 5, 2024

SPENCER CREEK CDD

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On MOTION by Mr. de la Ossa seconded by Ms. Campagna, with all in favor the meeting was adjourned at 2:53 pm. 4-0
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Bryan Radcliff
District Manager

Kelly Evans
Chairperson

August 2024 Meeting

SPENCER CREEK CDD
Summary of Operations and Maintenance Invoices

Vendor	Invoice Date	Invoice/Account Number	Amount	Invoice Total	Comments/Description
Monthly Contract					
CHARTER COMMUNICATIONS	8/9/2024	2565 080924 ACH	\$139.97	\$139.97	INTERNET
INFRAMARK LLC	8/2/2024	130495	\$2,500.00		LANDSCAPE AUG 2024
INFRAMARK LLC	8/2/2024	130495	\$750.00		LANDSCAPE AUG 2024
INFRAMARK LLC	8/2/2024	130495	\$350.00		LANDSCAPE AUG 2024
INFRAMARK LLC	8/2/2024	130495	\$1,000.00		LANDSCAPE AUG 2024
INFRAMARK LLC	8/2/2024	130495	\$125.00	\$4,725.00	LANDSCAPE AUG 2024
INFRAMARK LLC	7/31/2024	129936	\$50.92		DISTRICT INVOICE JUNE 2024
INFRAMARK LLC	7/31/2024	129936	\$8.96	\$59.88	DISTRICT INVOICE JUNE 2024
INFRAMARK LLC	8/2/2024	130374	\$479.40		DISTRICT INVOICE JULY 2024
INFRAMARK LLC	8/2/2024	130374	\$6.40	\$485.80	DISTRICT INVOICE JULY 2024
INFRAMARK LLC	7/31/2024	128859	\$750.00		DISTRICT INVOICE JULY 2024
INFRAMARK LLC	7/31/2024	128859	\$350.00		DISTRICT INVOICE JULY 2024
INFRAMARK LLC	7/31/2024	128859	\$2,500.00		DISTRICT INVOICE JULY 2024
INFRAMARK LLC	7/31/2024	128859	\$1,000.00		DISTRICT INVOICE JULY 2024
INFRAMARK LLC	7/31/2024	128859	\$125.00	\$4,725.00	DISTRICT INVOICE JULY 2024
SITEX AQUATICS	8/1/2024	8871-B	\$765.00	\$765.00	AQUATIC MAINT. 1UG 2024
STEADFAST CONTRACTORS ALIANCE	8/1/2024	SM-12576	\$7,534.90	\$7,534.90	LANDSCAPE AUG 2024
STEADFAST CONTRACTORS ALIANCE	8/12/2024	SM-12724	\$2,100.00	\$2,100.00	LANDSCAPE AUG 2024
SUNCOAST POOL SERVICE	8/2/2024	10532	\$970.00	\$970.00	POOL AUG 2024
Monthly Contract Subtotal			\$21,505.55	\$21,505.55	
Variable Contract					
CARLOS DE LA OSSA	8/1/2024	CDLO 080124	\$200.00	\$200.00	SUPERVISOR FEE
KELLY ANN EVANS	8/1/2024	KE 080124	\$200.00	\$200.00	SUPERVISOR FEE
LORI A CAMPAGNA	8/1/2024	LC 080124	\$200.00	\$200.00	SUPERVISOR FEE

August 2024 Meeting

SPENCER CREEK CDD
Summary of Operations and Maintenance Invoices

Vendor	Invoice Date	Invoice/Account Number	Amount	Invoice Total	Comments/Description
NICHOLAS J. DISTER	8/1/2024	ND 080124	\$200.00	\$200.00	SUPERVISOR FEE
Variable Contract Subtotal			\$800.00	\$800.00	
Utilities					
BOCC	6/28/2024	6437 062824 ACH	\$290.12	\$290.12	053101121
BOCC	7/30/2024	6437 073024 ACH	\$233.63	\$233.63	WATER
TECO	8/1/2024	2437 080124 ACH	\$4,821.88	\$4,821.88	ELECTRIC
TECO	8/1/2024	9922 080524 ACH	\$23.47	\$23.47	ELECTRIC
TECO	8/1/2024	8083 080124 ACH	\$48.05	\$48.05	ELECTRIC
TECO	8/1/2024	4837 080124 ACH	\$813.49	\$813.49	ELECTRIC
TECO	8/1/2024	9930 080124 ACH	\$23.08	\$23.08	ELECTRIC
TECO	8/1/2024	9039 080124 ACH	\$23.08	\$23.08	ELECTRIC
Utilities Subtotal			\$6,276.80	\$6,276.80	
Regular Services					
MHD COMMUNICATIONS	8/7/2024	35123	\$5,619.33	\$5,619.33	ACCESS CONTROLS
MHD COMMUNICATIONS	8/21/2024	35223	\$187.50	\$187.50	IT SERVICES
SPEAREM ENTERPRISES	8/18/2024	6114	\$650.00	\$650.00	CLEANING
STRALEY ROBIN VERICKER	8/7/2024	25030	\$627.50	\$627.50	PROFESSIONAL SERVICES
TECH STREET GLOBAL SECURITY	8/12/2024	1021	\$2,320.00	\$2,320.00	SECURITY
Regular Services Subtotal			\$9,404.33	\$9,404.33	
Additional Services					
STEADFAST CONTRACTORS ALIANCE	7/29/2024	SM-12666	\$6,710.00	\$6,710.00	ADDITIONAL LANDSCAPE
Additional Services Subtotal			\$6,710.00	\$6,710.00	

<p>SPENCER CREEK CDD</p> <p>Summary of Operations and Maintenance Invoices</p>
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Vendor	Invoice Date	Invoice/Account Number	Amount	Invoice Total	Comments/Description
TOTAL			\$44,696.68	\$44,696.68	

Spencer Creek Community Development District

Financial Statements
(Unaudited)

Period Ending
Aug 31, 2024

Prepared by:



2005 Pan Am Circle ~ Suite 300 ~ Tampa, Florida 33607
Phone (813) 873-7300 ~ Fax (813) 873-7070

SPENCER CREEK COMMUNITY DEVELOPMENT DISTRICT

Balance Sheet

As of August 31, 2024

(In Whole Numbers)

ACCOUNT DESCRIPTION	SERIES 2019					TOTAL
	GENERAL FUND	DEBT SERVICE FUND	CAPITAL PROJECTS FUND	GENERAL FIXED ASSETS FUND	GENERAL LONG-TERM DEBT FUND	
ASSETS						
Cash - Operating Account	\$ 53,564	\$ -	\$ -	\$ -	\$ -	\$ 53,564
Accounts Receivable - Other	3,283	-	-	-	-	3,283
Due From Other Funds	-	2,606	27	-	-	2,633
Investments:						
Prepayment Account	-	30	-	-	-	30
Reserve Fund	-	268,006	-	-	-	268,006
Revenue Fund	-	236,803	-	-	-	236,803
Prepaid Items	30	-	-	-	-	30
Utility Deposits - TECO	7,549	-	-	-	-	7,549
Fixed Assets						
Construction Work In Process	-	-	-	7,513,667	-	7,513,667
Amount Avail In Debt Services	-	-	-	-	738,545	738,545
Amount To Be Provided	-	-	-	-	6,983,401	6,983,401
TOTAL ASSETS	\$ 64,426	\$ 507,445	\$ 27	\$ 7,513,667	\$ 7,721,946	\$ 15,807,511
LIABILITIES						
Accounts Payable	\$ 12,289	\$ -	\$ -	\$ -	\$ -	\$ 12,289
Accrued Expenses	970	-	-	-	-	970
Bonds Payable	-	-	-	-	7,721,947	7,721,947
Due To Other Funds	2,633	-	-	-	-	2,633
TOTAL LIABILITIES	15,892	-	-	-	7,721,947	7,737,839

SPENCER CREEK COMMUNITY DEVELOPMENT DISTRICT

Balance Sheet

As of August 31, 2024

(In Whole Numbers)

ACCOUNT DESCRIPTION	GENERAL FUND	SERIES 2019 DEBT SERVICE FUND	SERIES 2019			GENERAL LONG-TERM DEBT FUND	TOTAL
			CAPITAL PROJECTS FUND	GENERAL FIXED ASSETS FUND			
<u>FUND BALANCES</u>							
Nonspendable:							
Prepaid Items	30	-	-	-	-	-	30
Restricted for:							
Debt Service	-	507,445	-	-	-	-	507,445
Capital Projects	-	-	27	-	-	-	27
Unassigned:	48,504	-	-	7,513,667		(1)	7,562,170
TOTAL FUND BALANCES	48,534	507,445	27	7,513,667		(1)	8,069,672
TOTAL LIABILITIES & FUND BALANCES	\$ 64,426	\$ 507,445	\$ 27	\$ 7,513,667	\$ 7,721,946	\$	\$ 15,807,511

SPENCER CREEK COMMUNITY DEVELOPMENT DISTRICT
Statement of Revenues, Expenditures and Changes in Fund Balances
For the Period Ending August 31, 2024
General Fund (001)
(In Whole Numbers)

ACCOUNT DESCRIPTION	ANNUAL ADOPTED BUDGET	YEAR TO DATE ACTUAL	VARIANCE (\$) FAV(UNFAV)	YTD ACTUAL AS A % OF ADOPTED BUD
<u>REVENUES</u>				
Interest - Investments	\$ -	\$ 2,465	\$ 2,465	0.00%
Rental Income	-	50	50	0.00%
Special Assmnts- Tax Collector	397,939	399,303	1,364	100.34%
Other Miscellaneous Revenues	-	600	600	0.00%
TOTAL REVENUES	397,939	402,418	4,479	101.13%
<u>EXPENDITURES</u>				
<u>Administration</u>				
Supervisor Fees	12,000	8,200	3,800	68.33%
Payroll-Part Time	35,000	-	35,000	0.00%
ProfServ-Trustee Fees	4,100	6,276	(2,176)	153.07%
Disclosure Report	4,200	3,850	350	91.67%
District Counsel	5,000	11,048	(6,048)	220.96%
District Engineer	5,000	266	4,734	5.32%
District Manager	30,000	28,598	1,402	95.33%
Accounting Services	12,000	8,250	3,750	68.75%
Auditing Services	4,100	4,200	(100)	102.44%
Website Compliance	1,500	1,500	-	100.00%
Email Hosting Vendor	600	-	600	0.00%
Annual Mailing	500	-	500	0.00%
Postage, Phone, Faxes, Copies	500	416	84	83.20%
Public Officials Insurance	2,819	2,788	31	98.90%
Legal Advertising	2,500	1,972	528	78.88%
Bank Fees	250	-	250	0.00%
Website Administration	1,500	1,375	125	91.67%
Dues, Licenses, Subscriptions	175	654	(479)	373.71%
Total Administration	121,744	79,393	42,351	65.21%
<u>Electric Utility Services</u>				
Utility - Electric	55,000	57,226	(2,226)	104.05%
Total Electric Utility Services	55,000	57,226	(2,226)	104.05%
<u>Water-Sewer Comb Services</u>				
Utility - Water	6,000	3,003	2,997	50.05%
Total Water-Sewer Comb Services	6,000	3,003	2,997	50.05%

SPENCER CREEK COMMUNITY DEVELOPMENT DISTRICT
Statement of Revenues, Expenditures and Changes in Fund Balances
For the Period Ending August 31, 2024
General Fund (001)
(In Whole Numbers)

ACCOUNT DESCRIPTION	ANNUAL ADOPTED BUDGET	YEAR TO DATE ACTUAL	VARIANCE (\$) FAV(UNFAV)	YTD ACTUAL AS A % OF ADOPTED BUD
<u>Other Physical Environment</u>				
Waterway Management	9,180	8,415	765	91.67%
Field Manager	12,000	9,400	2,600	78.33%
Amenity Center Cleaning & Supplies	9,000	5,200	3,800	57.78%
Contracts-Pools	11,640	10,670	970	91.67%
Amenity Center Pest Control	1,000	-	1,000	0.00%
Security Monitoring Services	1,500	11,491	(9,991)	766.07%
Telephone, Cable & Internet Service	1,800	1,053	747	58.50%
Insurance -Property & Casualty	18,000	21,821	(3,821)	121.23%
R&M-Other Landscape	2,000	-	2,000	0.00%
R&M-Pools	1,000	275	725	27.50%
Repairs & Maintenance	10,000	-	10,000	0.00%
Amenity Maintenance & Repairs	7,500	3,819	3,681	50.92%
R&M-Monument, Entrance & Wall	1,500	217	1,283	14.47%
Landscape Maintenance	104,075	100,787	3,288	96.84%
R&M-Security Cameras	3,000	-	3,000	0.00%
Plant Replacement Program	2,000	-	2,000	0.00%
R&M - Amenity Center	-	812	(812)	0.00%
Mulch & Tree Trimming	10,000	-	10,000	0.00%
Irrigation Maintenance	1,500	3,175	(1,675)	211.67%
Entry System-Key Fob	2,500	-	2,500	0.00%
Pool/Clubhouse Security	6,000	-	6,000	0.00%
Total Other Physical Environment	215,195	177,135	38,060	82.31%
TOTAL EXPENDITURES	397,939	316,757	81,182	79.60%
Excess (deficiency) of revenues				
Over (under) expenditures	-	85,661	85,661	0.00%
FUND BALANCE, BEGINNING (OCT 1, 2023)		(37,127)		
FUND BALANCE, ENDING		\$ 48,534		

SPENCER CREEK COMMUNITY DEVELOPMENT DISTRICT
Statement of Revenues, Expenditures and Changes in Fund Balances
For the Period Ending August 31, 2024
Series 2019 Debt Service Fund (200)
(In Whole Numbers)

ACCOUNT DESCRIPTION	ANNUAL ADOPTED BUDGET	YEAR TO DATE ACTUAL	VARIANCE (\$) FAV(UNFAV)	YTD ACTUAL AS A % OF ADOPTED BUD
<u>REVENUES</u>				
Interest - Investments	\$ -	\$ 24,422	\$ 24,422	0.00%
Special Assmnts- Tax Collector	532,606	536,084	3,478	100.65%
TOTAL REVENUES	532,606	560,506	27,900	105.24%
<u>EXPENDITURES</u>				
<u>Debt Service</u>				
Principal Debt Retirement	150,000	150,000	-	100.00%
Interest Expense	382,606	385,419	(2,813)	100.74%
Total Debt Service	532,606	535,419	(2,813)	100.53%
TOTAL EXPENDITURES	532,606	535,419	(2,813)	100.53%
Excess (deficiency) of revenues				
Over (under) expenditures	-	25,087	25,087	0.00%
FUND BALANCE, BEGINNING (OCT 1, 2023)		482,358		
FUND BALANCE, ENDING		\$ 507,445		

SPENCER CREEK COMMUNITY DEVELOPMENT DISTRICT
Statement of Revenues, Expenditures and Changes in Fund Balances
For the Period Ending August 31, 2024
Series 2019 Capital Projects Fund (300)
(In Whole Numbers)

ACCOUNT DESCRIPTION	ANNUAL ADOPTED BUDGET	YEAR TO DATE ACTUAL	VARIANCE (\$) FAV(UNFAV)	YTD ACTUAL AS A % OF ADOPTED BUD
<u>REVENUES</u>				
TOTAL REVENUES	-	-	-	0.00%
<u>EXPENDITURES</u>				
TOTAL EXPENDITURES	-	-	-	0.00%
Excess (deficiency) of revenues				
Over (under) expenditures	-	-	-	0.00%
FUND BALANCE, BEGINNING (OCT 1, 2023)		27		
FUND BALANCE, ENDING		\$ 27		

SPENCER CREEK COMMUNITY DEVELOPMENT DISTRICT
Statement of Revenues, Expenditures and Changes in Fund Balances
For the Period Ending August 31, 2024
General Fixed Assets Fund (900)
(In Whole Numbers)

ACCOUNT DESCRIPTION	ANNUAL ADOPTED BUDGET	YEAR TO DATE ACTUAL	VARIANCE (\$) FAV(UNFAV)	YTD ACTUAL AS A % OF ADOPTED BUD
<u>REVENUES</u>				
TOTAL REVENUES	-	-	-	0.00%
<u>EXPENDITURES</u>				
TOTAL EXPENDITURES	-	-	-	0.00%
Excess (deficiency) of revenues				
Over (under) expenditures	-	-	-	0.00%
FUND BALANCE, BEGINNING (OCT 1, 2023)		7,513,667		
FUND BALANCE, ENDING		<u>\$ 7,513,667</u>		

SPENCER CREEK COMMUNITY DEVELOPMENT DISTRICT
Statement of Revenues, Expenditures and Changes in Fund Balances
For the Period Ending August 31, 2024
General Long-Term Debt Fund (950)
(In Whole Numbers)

ACCOUNT DESCRIPTION	ANNUAL ADOPTED BUDGET	YEAR TO DATE ACTUAL	VARIANCE (\$) FAV(UNFAV)	YTD ACTUAL AS A % OF ADOPTED BUD
<u>REVENUES</u>				
TOTAL REVENUES	-	-	-	0.00%
<u>EXPENDITURES</u>				
TOTAL EXPENDITURES	-	-	-	0.00%
Excess (deficiency) of revenues Over (under) expenditures	-	-	-	0.00%
FUND BALANCE, BEGINNING (OCT 1, 2023)		(1)		
FUND BALANCE, ENDING		<u>\$ (1)</u>		

Bank Account Statement

Spencer Creek CDD

Bank Account No.	9015		
Statement No.	08_24		
Statement Date	08/31/2024		
05/28/2024	JE000313	TECO ELECTRIC 9039 PAID BY CHECK &	-30.03
06/24/2024	Payment DD198	Payment of Invoice 000842	-99.45
Total Outstanding Checks			-129.48

Outstanding Deposits

Total Outstanding Deposits