

**SEATON CREEK RESERVE  
COMMUNITY DEVELOPMENT DISTRICT**

**October 28, 2021 Minutes of Public Hearing, Audit Committee & Regular Meeting**

**Minutes of the Public Hearing, Audit Committee & Regular Meeting**

The Public Hearing, Audit Committee & Regular Meeting of the Board of Supervisors for the Seaton Creek Reserve Community Development District was held on **Thursday, October 28, 2021 at 2:00 p.m.** at the Bartram Park Executive Center located at 12724 Gran Bay Pkwy West, Suite 410, Jacksonville, FL 32258.

**1. CALL TO ORDER**

Brian Lamb called the Public Hearing, Audit Committee & Regular Meeting of the Board of Supervisors of the Seaton Creek Reserve Community Development District to order on **Thursday, October 28, 2021 at 2:00 p.m.**

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

Ross Puzzitiello	Supervisor	<i>via conference call</i>
Rick Puzzitiello	Supervisor	<i>via conference call</i>
Amy Dewey	Supervisor	
Ward Huntley	Supervisor	
Zenzi Rogers	Supervisor	

**Staff Members Present:**

Brian Lamb	District Manager, Meritus	
Bryan Radcliff	District Manager, Meritus	<i>via conference call</i>
Wes Haber	District Counsel, Hopping Green & Sams	<i>via conference call</i>

There were no members of the general public in attendance.

**2. OATH OF OFFICE**

Mr. Lamb administered the Oath of Office to Amy Dewey, Ward Huntley, and Zenzi Rogers.

**3. PUBLIC COMMENT ON AGENDA ITEMS**

There were no public comments on agenda items.

43 **4. BUSINESS ITEMS**

44 **A. Consideration of Resolution 2022-05; Canvassing and Certifying the Results of**  
45 **the Landowners Election**

46  
47 Mr. Lamb reviewed the resolution with the Board. Rick Puzzitiello and Ross Puzzitiello each  
48 received two votes and will have four-year terms. Amy Dewey, Ward Huntley, and Zenzi Rogers  
49 each received one vote and will have two-year terms.  
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51	MOTION TO:	Approve Resolution 2022-05.
52	MADE BY:	Supervisor Dewey
53	SECONDED BY:	Supervisor Ward
54	DISCUSSION:	None further
55	RESULT:	Called to Vote: Motion PASSED
56		3/0 - Motion Passed Unanimously

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58 **B. Consideration of Resolution 2022-06; Designating Officers**

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60 The Board discussed the officer positions. Supervisor Ross Puzzitiello will be the Chair, and  
61 Supervisor Rick Puzzitiello will be the Vice-Chair, with the balance of the Board serving as  
62 Assistant Secretaries. Brian Lamb with Meritus will be the Secretary, Eric Davidson with  
63 Meritus will be the Treasurer, and Brian Howell with Meritus will be an additional Assistant  
64 Secretary.  
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66	MOTION TO:	Approve Resolution 2022-06 as stated.
67	MADE BY:	Supervisor Rogers
68	SECONDED BY:	Supervisor Dewey
69	DISCUSSION:	None further
70	RESULT:	Called to Vote: Motion PASSED
71		3/0 - Motion Passed Unanimously

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73 **C. Consideration of Resolution 2022-07; Extending Board Terms to Coincide with**  
74 **General Elections**

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76 Mr. Lamb reviewed the resolution with the Board. Seats 1 and 2 will expire in 2026, and Seats 3,  
77 4, and 5 will expire in 2024.  
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MOTION TO:	Approve Resolution 2022-07.
MADE BY:	Supervisor Rogers
SECONDED BY:	Supervisor Dewey
DISCUSSION:	None further
RESULT:	Called to Vote: Motion PASSED 3/0 - Motion Passed Unanimously

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**D. Discussion on District Counsel Transition**

The Board would like to continue with Wes Haber as District Counsel and wanted to move forward with Alternative 1 as outlined in the letter.

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MOTION TO:	Approve Alternative 1 and authorize the Chair to sign the letter from Hopping Green & Sams dated October 21, 2021.
MADE BY:	Supervisor Ward
SECONDED BY:	Supervisor Rogers
DISCUSSION:	None further
RESULT:	Called to Vote: Motion PASSED 3/0 - Motion Passed Unanimously

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**E. Consideration of ADA Website Compliance Proposal**

Mr. Lamb went over the proposal with the Board.

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MOTION TO:	Authorize the District Manager and Chair to finalize an agreement with ADA Website Compliance not to exceed as proposed and move forward with having them maintaining the website to stay in compliance.
MADE BY:	Supervisor Ward
SECONDED BY:	Supervisor Dewey
DISCUSSION:	None further
RESULT:	Called to Vote: Motion PASSED 3/0 - Motion Passed Unanimously

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**F. General Matters of the District**

There were no additional general matters to discuss.

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**5. RECESS TO PUBLIC HEARING**

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

**6. PUBLIC HEARING ON ADOPTING UNIFORM METHOD OF COLLECTION**  
**A. Open Public Hearing on Adopting Uniform Method of Collection**

MOTION TO:	Open the public hearing.
MADE BY:	Supervisor Dewey
SECONDED BY:	Supervisor Rogers
DISCUSSION:	None further
RESULT:	Called to Vote: Motion PASSED 3/0 - Motion Passed Unanimously

**B. Staff Presentations**

Mr. Lamb went over the resolution with the Board.

**C. Public Comments**

There were no public comments.

**D. Consideration of Resolution 2022-01; Adopting Uniform Method of Collection**

The Board reviewed the resolution.

MOTION TO:	Approve Resolution 2022-01.
MADE BY:	Supervisor Ward
SECONDED BY:	Supervisor Dewey
DISCUSSION:	None further
RESULT:	Called to Vote: Motion PASSED 3/0 - Motion Passed Unanimously

**E. Close Public Hearing on Adopting Uniform Method of Collection**

The public hearing was closed.

160 **7. PUBLIC HEARING ON ADOPTING UNIFORM RULES OF PROCEDURE**

161 **A. Open Public Hearing on Adopting Uniform Rules of Procedure**

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163	MOTION TO:	Open the public hearing.
164	MADE BY:	Supervisor Rogers
165	SECONDED BY:	Supervisor Dewey
166	DISCUSSION:	None further
167	RESULT:	Called to Vote: Motion PASSED
168		3/0 - Motion Passed Unanimously

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170 **B. Staff Presentations**

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172 Mr. Lamb went over the resolution with the Board.

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174 **C. Public Comments**

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176 There were no public comments.

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178 **D. Consideration of Resolution 2022-02; Adopting Uniform Rules of Procedure**

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180 The Board reviewed the resolution.

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182	MOTION TO:	Approve Resolution 2022-02.
183	MADE BY:	Supervisor Ward
184	SECONDED BY:	Supervisor Dewey
185	DISCUSSION:	None further
186	RESULT:	Called to Vote: Motion PASSED
187		3/0 - Motion Passed Unanimously

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189 **E. Close Public Hearing on Adopting Uniform Rules of Procedure**

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191 The public hearing was closed.

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- 195 **8. PUBLIC HEARING ON ADOPTING FINAL FISCAL YEAR 2021 & 2022**  
196 **BUDGET**  
197 **A. Open Public Hearing on Adopting Final Fiscal Year 2021 & 2022 Budget**  
198 **B. Staff Presentations**  
199 **C. Public Comments**  
200 **D. Consideration of Resolution 2022-03; Adopting Final Fiscal Year 2021 Budget**  
201 **i. Consideration of Developer Funding Agreement**  
202 **E. Consideration of Resolution 2022-04; Adopting Final Fiscal Year 2021 Budget**  
203 **i. Consideration of Developer Funding Agreement**  
204 **F. Close Public Hearing on Adopting Final Fiscal Year 2021 & 2022 Budget**  
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206 The Board and Mr. Lamb discussed continuing the hearings to the next meeting.  
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208	MOTION TO:	Continue the hearings on adopting the final fiscal
209		year 2021 & 2022 budgets to the next meeting on
210		December 28, 2021 at 2:00 p.m. at the Bartram Park
211		Executive Center located at 12724 Gran Bay Pkwy
212		West, Suite 410, Jacksonville, FL 32258.
213	MADE BY:	Supervisor Ward
214	SECONDED BY:	Supervisor Rogers
215	DISCUSSION:	None further
216	RESULT:	Called to Vote: Motion PASSED
217		3/0 - Motion Passed Unanimously

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220 **9. RECESS TO AUDIT COMMITTEE MEETING**  
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222 Mr. Lamb directed the Board to recess to the Audit Committee meeting.  
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225 **10. AUDIT COMMITTEE MEETING**  
226 **A. Call to Order/Roll Call**  
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228 Mr. Lamb called the meeting to order.  
229

230 Audit Committee members Amy Dewey, Ward Huntley, and Zenzi Rogers were in attendance.  
231

232 **B. Appoint Chairman**  
233

234 Mr. Lamb chaired the meeting.  
235

236 **C. Selection of Criteria for Evaluation of Proposals**  
237

238 Mr. Haber went over the statutory criteria with the Board and asked if the Board would also like  
239 to use price. The Board discussed and agreed to use price as part of the criteria for evaluating  
240 the proposals.  
241

MOTION TO:	Include pricing as part of the criteria.
MADE BY:	Supervisor Huntley
SECONDED BY:	Supervisor Rogers
DISCUSSION:	None further
RESULT:	Called to Vote: Motion PASSED 3/0 - Motion Passed Unanimously

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249 **D. Determine Date, Time, Location, and RFP Required**  
250 **i. Consider Notice of Request for Proposals for Auditing Services**  
251  
252 Mr. Lamb said he will look to have the return of the proposals within a week of the next meeting  
253 so the Board can evaluate the proposals at their next meeting.  
254

255 **E. Consider Sending RFP to Interested Firms**

256  
257 An RFP will be sent out to interested firms.  
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259 **F. Determine Date of Next Committee Meeting**

260 **i. Audit Committee Guidelines**

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262 The Audit Committee meeting was closed.  
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265 **11. RETURN AND PROCEED TO REGULAR MEETING**

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267 Mr. Lamb directed the Board to return and proceed to the regular meeting.  
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270 **12. VENDOR AND STAFF REPORTS**

271 **A. District Counsel**

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273 Mr. Haber provided an update on the bond validation hearing.  
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275 **B. District Engineer**

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277 There were no additional reports from the Engineer.  
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279 **C. District Manager**

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281 Mr. Lamb went over the process and timeline of bond issuance.  
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283           **13. SUPERVISOR REQUESTS AND COMMENTS**

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285       There were no supervisor requests or comments.

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288           **14. AUDIENCE COMMENTS**

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290       There were no audience comments.

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293           **15. ADJOURNMENT**

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295       The meeting was adjourned.  
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298 \*Please note the entire meeting is available on disc.

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300 \*These minutes were done in summary format.

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302 \*Each person who decides to appeal any decision made by the Board with respect to any matter  
303 considered at the meeting is advised that person may need to ensure that a verbatim record of  
304 the proceedings is made, including the testimony and evidence upon which such appeal is to be  
305 based.

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307 Meeting minutes were approved at a meeting by vote of the Board of Supervisors at a publicly  
308 noticed meeting held on 12-28-21.

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312 Signature

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314 Brian Lamb

315 Printed Name

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317 Title:

318  Secretary

319  Assistant Secretary

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325 Seaton Creek Reserve  
326 Community Development District

327 **SEAL**

328 Established August 30, 2021

329 City of Jacksonville, Florida

330

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Official District Seal

Signature

Koss Puzzi, Jr.

Printed Name

Title:

Chairman

Vice Chairman

Recorded by Records Administrator

[Signature]

Signature

1/25/22

Date