

**SEATON CREEK RESERVE
COMMUNITY DEVELOPMENT DISTRICT**

September 21, 2021 Minutes of Special Organizational Meeting

Minutes of the Special Organizational Meeting

The Special Organizational Meeting of the Board of Supervisors for the Seaton Creek Reserve Community Development District was held on **Thursday, September 21, 2021 at 2:00 p.m.** at the Bartram Park Executive Center located at 12724 Gran Bay Parkway West, Suite 140, Jacksonville, FL 32258.

1. CALL TO ORDER

Bryan Radcliff called the Special Organizational Meeting of the Board of Supervisors of the Seaton Creek Reserve Community Development District to order on **Thursday, September 21, 2021 at 4:30 p.m.**

Board Members Present and Constituting a Quorum:

Ross Puzzitiello	Supervisor
Rick Puzzitiello	Supervisor
Amy Dewey	Supervisor
Ward Huntley	Supervisor
Zenzi Rogers	Supervisor

Staff Members Present:

Bryan Radcliff	District Manager, Meritus
Wes Haber	District Counsel, Hopping Green & Sams
Brad Davis	District Engineer, Prosser

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. Radcliff stated for the record that he had the signed and notarized Oaths of Office from the supervisors.

44 **4. SEAT NEW BOARD MEMBERS**

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

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48 Mr. Haber went over the Sunshine Laws, Code of Ethics, and supervisor responsibilities with the
49 Board. If they have any further questions, they will contact Mr. Haber.
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52 **5. APPOINTMENT OF OFFICERS – Resolution 2021-01**

53 **A. Chairman**

54 **B. Vice Chairman**

55 **C. Secretary**

56 **D. Treasurer**

57 **E. Assistant Secretaries**
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59 The Board discussed the officer positions. Supervisor Ross Puzzitiello will be the Chair, and
60 Supervisor Rick Puzzitiello will be the Vice-Chair. Brian Lamb with Meritus will be the
61 Secretary, and Eric Davidson with Meritus will be the Treasurer. The rest of the Board will be
62 Assistant Secretaries, and Brian Howell with Meritus will be an additional Assistant Secretary.
63

MOTION TO:	Approve Resolution 2021-01 as stated.
MADE BY:	Supervisor Ross Puzzitiello
SECONDED BY:	Supervisor Rock Puzzitiello
DISCUSSION:	None further
RESULT:	Called to Vote: Motion PASSED 5/0 - Motion Passed Unanimously

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72 **6. APPOINTMENT OF CONSULTANTS**

73 **A. Consider Appointment of District Manager/Assessment Consultant– Resolution**
74 **2021-02**

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76 Meritus will be the District Manager/Assessment Consultant.
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78 **B. Designation of Registered Agent/Office – Resolution 2021-03**

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80 Brian Lamb/Meritus will be the Registered Agent/Office.
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82 **C. Consider Appointment of District General Counsel – Resolution 2021-04**

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84 Hopping Green & Sams will be District Counsel.
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87 **D. Consider Appointment of Interim District Engineer – By Motion**
88 **i. Authorize RFQ for District Engineer**

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90 Prosser will be the Interim Engineer. The Board authorized an RFQ for District Engineer.

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92 **E. Consider Appointment of Bond Counsel – Gray Robinson**

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94 Greenberg Traurig will be Bond Counsel.

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

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98 FMS Bonds will be the Investment Banker.

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100 **G. Consider Appointment of Trustee – US Bank**

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102 US Bank will be the Trustee.

104	MOTION TO:	Approve Items 6A-G, subject to review of the Chair
105		and/or Counsel.
106	MADE BY:	Supervisor Ross Puzzitiello
107	SECONDED BY:	Supervisor Rick Puzzitiello
108	DISCUSSION:	None further
109	RESULT:	Called to Vote: Motion PASSED
110		5/0 - Motion Passed Unanimously

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113 **7. BUSINESS MATTERS**

- 114 **A. Consider Authorizing Notice of Establishment – Resolution 2021-05**
115 **B. Consider Policy of Compensation for Board Members – Resolution 2021-06**
116 **C. Consider Policy of Reimbursement of District Travel Expenses – Resolution**
117 **2021-07**
118 **D. Consider Designation of Primary Administrative Officer and Local Records**
119 **Office – Resolution 2021-08**
120 **E. Consider District Records Retention Schedule – Resolution 2021-09**
121 **F. Consider Fiscal Year 2021 Regular Meeting Schedule and Location – Resolution**
122 **2021-10**
123 **G. Consider Landowners' Meeting Date, Time, and Location – Resolution 2021-11**
124 **H. Consider Proposed FY 2021 Annual Budget & Set Public Hearing – Resolution**
125 **2021-12**
126 **i. FY 2021 Budget Funding Agreement**
127 **I. Consider Proposed FY 2022 Annual Budget & Set Public Hearing – Resolution**
128 **2021-13**
129 **i. FY 2022 Budget Funding Agreement**
130 **J. Consider Financing Team Funding Agreement**
131 **K. Set Public Hearing for Uniform Method of Collections – Resolution 2021-14**

- 132 **L. Consider Rules of Procedure & Setting Public Hearing – Resolution 2021-15**
- 133 **M. Consider Policy Re: Support & Legal Defense for Board & Staff – Resolution**
- 134 **2021-16**
- 135 **N. Authorization to Obtain General Liability and Public Officers Insurance – By**
- 136 **Motion**
- 137 **O. Consider Designation of a Qualified Public Depository – Resolution 2021-17**
- 138 **P. Authorization of Signatories – Resolution 2021-18**
- 139 **Q. Authorization to Disburse Funds for Expenses – Resolution 2021-19**
- 140 **R. Consider Adoption of Investment Policy – Resolution 2021-20**
- 141 **S. Consider Approval of Florida Statewide Mutual Aid Agreement – Resolution**
- 142 **2021-21**
- 143 **T. Consider Provisions for Public Comments – Resolution 2021-22**
- 144 **U. Appointment of Audit Committee – By Motion**
- 145 **V. Consider Internal Controls Policy – Resolution 2021-23**
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147 Mr. Lamb went over all of the Business Items with the Board. The Landowners Election will be
148 held on at October 28, 2021 at 2:00 p.m. The public hearings for the budget, uniform method of
149 collections, and rules of procedure will be on October 28, 2021 at 2:00 p.m. The Board appointed
150 the Board as the Audit Committee. The Board authorized obtaining general liability and public
151 officers insurance.

153	MOTION TO:	Approve Business Matters 7A-V as stated.
154	MADE BY:	Supervisor Ross Puzzitiello
155	SECONDED BY:	Supervisor Rick Puzzitiello
156	DISCUSSION:	None further
157	RESULT:	Called to Vote: Motion PASSED
158		5/0 - Motion Passed Unanimously

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- 161 **8. PRELIMINARY REPORT PRESENTATION – ASSESSMENT BONDS**
- 162 **A. Authorizing Issuance of Bonds/Filing of Validation Complaint – Resolution**
- 163 **2021-24**
- 164 **i. Master Trust Indenture**

165 Mr. Radcliff and Mr. Haber went over the resolution with the Board.

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MOTION TO:	Approve Resolution 2021-24 as stated in substantial form with associated documents.
MADE BY:	Supervisor Ross Puzzitiello
SECONDED BY:	Supervisor Rick Puzzitiello
DISCUSSION:	None further
RESULT:	Called to Vote: Motion PASSED 5/0 - Motion Passed Unanimously

B. Consider Authorization of Chairman to Accept or Execute Certain Documents – Resolution 2021-25

Mr. Radcliff went over the resolution with the Board.

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

C. Consider Adoption of Prompt Payment Policies and Procedures – Resolution 2021-26

Mr. Radcliff went over the resolution with the Board.

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

D. Other Matters Related to Financing

9. ADMINISTRATIVE MATTERS

A. Request for Working Capital – By Motion

Mr. Radcliff and the Board briefly discussed requesting working capital.

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10. STAFF REPORTS
A. District Counsel
B. District Engineer
C. District Manager

There were no further reports from staff at this time.

11. BOARD MEMBERS' COMMENTS

There were no comments from the Board.

12. PUBLIC COMMENTS

There were no public comments.

13. ADJOURNMENT

MOTION TO:	Adjourn.
MADE BY:	Supervisor Ross Puzzitiello
SECONDED BY:	Supervisor Rick Puzzitiello
DISCUSSION:	None further
RESULT:	Called to Vote: Motion PASSED
	5/0 - Motion Passed Unanimously

238 *Please note the entire meeting is available on disc.

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240 *These minutes were done in summary format.

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

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

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252 Signature

253 Brian Lamb

255 Printed Name

257 Title:

- 258 Secretary
259 Assistant Secretary

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Signature

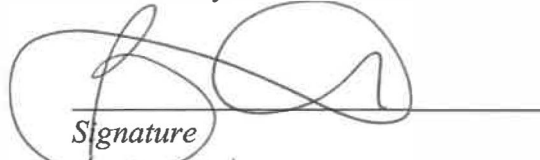
Ross A. Puzitiello

Printed Name

Title:

- Chairman
 Vice Chairman

Recorded by Records Administrator



Signature

1/25/22
Date

