

MINUTES OF MEETING

CROSS CREEK COMMUNITY DEVELOPMENT DISTRICT SPECIAL BOARD OF SUPERVISORS MEETING

Monday, April 13, 2020

11:00 A.M.

Via telephonic conferencing due to the COVID-19 Executive Orders 20-52 & 20-69.

Board Members Present:

Charlie Tokarz	Chairperson	(via phone)
Connor Chambers	Vice Chairperson	(via phone)
Kathy Beccia	Assistant Secretary	(via phone)
Chris Chavez	Assistant Secretary	(via phone)

Also present were:

Vivian Carvalho	District Manager- PFM Group Consulting, LLC	(via phone)
Venessa Ripoll	PFM Group Consulting, LLC	(via phone)
Lubna Skider	District Accountant- PFM Group Consulting, LLC	(via phone)
Andy Cohen	District Counsel- Persson, Cohen & Mooney, P.A.	(via phone)

FIRST ORDER OF BUSINESS

Organizational Matters

Call to Order and Roll Call

The Special Board of Supervisors Meeting was called to order at 11:03 a.m. and Ms. Carvalho proceeded with roll call. Board Members Charlie Tokarz, Connor Chambers, Kathy Beccia, and Chris Chavez were present via phone.

Public Comment Period

There were no members of the public present at this time.

Discussion regarding Executive Orders 20-52 and 20-69

Ms. Carvalho noted the District is conducting today's meeting via speakerphone. The Executive Order expires May 9, 2020 and will either have to be extended by the Governor or it will be lifted, and the Board will go back to in person meetings. Any items the Board will consider today will be included at a subsequent meeting to ratify in person in which quorum in person have been established.

SECOND ORDER OF BUSINESS

General Business Matters

**Consideration of the Minutes of
the October 22, 2019 Board of
Supervisors Meeting.**

The Board reviewed the Minutes from the October 22, 2019 Board of Supervisors Meeting. A Board Member and Mr. Cohen provided edits to page 1 editing the date and page 2 editing the first paragraph to reflect that District Management made a request of District Counsel. Mr. Chambers noted a change to page 2. Old Tampa Road should be more accurately named Cross Creek Parkway.

On MOTION by Mr. Tokarz, seconded by Mr. Chambers, with all in favor, the Board approved the Minutes of the October 22, 2019 Board of Supervisors Meeting, as amended.

**Ratification of Impact Pest
Elimination, Pest Prevention
Service Agreement**

Mr. Chavez explained the District is adding pest control, rodent capture boxes, around the Amenity Center which was not previously part of the pest control package.

Mr. Tokarz asked about the cost per year. Mr. Chavez stated it is a cost of \$600.00 for the year. Ms. Carvalho requested a motion to ratify the Impact Pest Prevention Elimination, Pest Prevention Services Agreement.

On MOTION by Mr. Tokarz, seconded by Mr. Chambers, with all in favor, the Board ratified the Impact Pest Prevention elimination, Pest prevention Services Agreement.

**Discussion of Public Facilities Report
and District Engineer CCNA Process**

Mr. Cohen provided an overview of the two processes. The District must go through a competitive bidding process called the CCNA. District staff is looking for the authority from the Board to proceed with directing staff to advertise and go through the CCNA process to secure a District Engineer.

Mr. Cohen discussed the Public Facilities Report. A bill was passed no longer requiring the Public Facilities Report to be posted on the District website it has not been signed by the Governor yet. He thinks the District should address bidding process for District Engineer.

Mr. Cohen requested a motion to authorize District staff to proceed with a CCNA process to secure a District Engineer. Ms. Carvalho responded the District needs to address the Engineering Services. The Public Facilities Report is a document that outlines if there are changes to the improvements and infrastructure that are put in place for the District. It

must be completed every seven years. Mr. Tokarz asked if PFM is going to do the CCNA Process and bring back proposals. Mr. Cohen replied he will provide a template to utilize for the District and put it together then PFM would be advertising and receive the submittals and ensure they are on an agenda for the Board for consideration. He requested a motion from the Board to authorize staff to begin the CCNA process for District Engineer.

On MOTION by Mr. Tokarz, seconded by Mr. Chambers, with all in favor, the Board authorized District Staff to begin the CCNA process for District Engineer.

Consideration of Commercial Term Loan with Synovus Bank

Mr. Tokarz stated the term loan is in regards to a project that had an immediate need to be completed. The Developer entity incurred the initial cost for the project and worked with Synovus Bank to secure some financing for the District to reimburse the Developer for the amount of the project. Mr. Cohen provided an overview of the loan terms. He requested a motion from the Board to authorize the loan and grant authority to the Chair to execute in final form.

Mr. Tokarz put in a few changes which were incorporated by the Bank's Counsel. The banker wants to fund this on April 15, 2020 via wire transfer.

On MOTION by Mr. Chambers, seconded by Ms. Beccia, with all in favor, the Board authorized the Loan and granted authority to the Chair to execute in final form.

Ms. Carvalho asked Mr. Tokarz to give her a final copy for the loan for the record keeping and to reflect in the financials.

Ratification of Payment Authorizations 58 – 62 & 64 - 71

The Board reviewed Payment Authorizations 58 – 62 & 64 – 71. Ms. Carvalho noted that these have been approved by the Chairperson and just need to be ratified by the Board. Mr. Chavez stated it looks like there is a duplicate payment to Brightview in Payment Authorizations #58 & #59 for fire ant control in the sum of \$825.00. He asked Ms. Sikder to verify this. Mr. Sikder contacted Melissa from Brightview and she said they will refund the District in a couple of weeks. She followed up with Melissa who told her she will reply back. Ms. Sikder offered to follow up again. The District is getting a refund.

On MOTION by Mr. Tokarz, seconded by Mr. Chambers, with all in favor, the Board ratified Payment Authorizations 58 – 62 & 64 – 71, pending a refund of \$825.00 for fire ant invoice totaling \$825.00 included in payment #58 & payment #59.

Review of District Financial Statements

Ms. Carvalho explained that these Financial Statements are through March 31, 2020.

THIRD ORDER OF BUSINESS

Other Business

Staff Reports

District Counsel- No Report

District Engineer- NA

District Manager- Ms. Carvalho stated the Board approved the CCNA process to begin so District Management staff will compile the advertisement and work with District Counsel to get that out. Her recommendation is to place in on the agenda for the May 26, 2020 meeting to be approved.

Mr. Cohen asked when Ms. Carvalho is planning to move forward with the budgeting process. Ms. Carvalho responded the District initially talked about having the Cross Creek, Legends Bay, and Aqua One Budget to be proposed in April and in the May meeting start the budgeting process for the inactive Medallion Districts because that is the only time they will meet. The Budget must be proposed before June 15, 2020. A discussion took place. Ms. Carvalho recommended the proposed budget process occur in May due to all the changes happening with the COVID-19. Mr. Tokarz stated he has not had a finance committee meeting yet with the HOA Finance Committee which was going to assist in the District's budget and May will work better. Ms. Carvalho stated the proposed budget process will occur on May 26, 2020 and she will provide him the budget she has for the District's and they will have a better understanding if that meeting will occur in person or teleconference. Ms. Carvalho will cancel the April meeting for Cross Creek and the RFQ for Engineering Services will be due for the May 26, 2020 meeting.

FOURTH ORDER OF BUSINESS

Supervisor Requests and Audience Comments

There were no Supervisor requests or audience comments pertaining to Cross Creek.

FIFTH ORDER OF BUSINESS

Adjournment

There was no other business to discuss, Ms. Carvalho requested a motion to adjourn the meeting.

On MOTION by Ms. Beccia, seconded by Mr. Tokarz, with all in favor, the Board adjourned the Special Board of Supervisors Meeting for Cross Creek Community Development District at 11:30 a.m.


Secretary/Assistant Secretary


Chairperson/ Vice Chairperson