

**MINUTES OF MEETING  
SADDLE CREEK PRESERVE OF POLK COUNTY  
COMMUNITY DEVELOPMENT DISTRICT**

The regular meeting of the Board of Supervisors of the Saddle Creek Preserve of Polk County Community Development District was held Tuesday, **April 26, 2022** at 1:04 p.m. at The Hampton Inn – Lakeland, 4420 North Socrum Loop Road, Lakeland, Florida.

Present and constituting a quorum:

Scott Shapiro	Chairman
Lori Campagna	Assistant Secretary
Kelly Evans <i>via Zoom</i>	Assistant Secretary
Ben Pridgeon	Assistant Secretary

Also present were:

Jill Burns	District Manager, GMS
Meredith Hammock	KE Law
Clayton Smith <i>via Zoom</i>	GMS

*The following is a summary of the discussions and actions taken at the April 26, 2022 Saddle Creek Preserve of Polk County Community Development District's Board of Supervisors Meeting.*

**FIRST ORDER OF BUSINESS**

**Roll Call**

Ms. Burns called the meeting to order and called the roll. There were three members present constituting a quorum and one member via Zoom.

**SECOND ORDER OF BUSINESS**

**Public Comment Period**

There were no members of the public present or on the Zoom call.

**THIRD ORDER OF BUSINESS**

**Approval of Minutes of the February 22, 2022 Board of Supervisors Meeting**

Ms. Burns asked for any questions, comments, or corrections to the February 22, 2022 Board of Supervisors meeting. The Board had no changes to the minutes.

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On MOTION by Ms. Campagna, seconded by Mr. Shapiro, with all in favor, the Minutes of the February 22, 2022 Board of Supervisor’s Meeting, were approved.

**FOURTH ORDER OF BUSINESS**

**Review and Rankings of Proposals Received for District Engineering Services**

Ms. Burns stated that they had received one response to their RFQ from Landmark Engineering and that proposal was included in their package. She stated that they ranked them one and authorized staff to send a notice of intent to award to Landmark.

On MOTION by Mr. Shapiro, seconded by Mr. Pridgeon, with all in favor, Rankings of Proposals Received for District Engineering Services with Landmark Engineering #1 and Authorization for Staff to Send a Notice of Intent to Award, was approved.

**FIFTH ORDER OF BUSINESS**

**Consideration of Interlocal Agreement with the City of Auburndale**

Ms. Burns she stated that this was a draft of the agreement that is included in the package. She asked Ms. Hammock for clarification as to if they were approving in substantial form pending city comments. Ms. Hammock responded that yes, they were pending city comments.

Ms. Evans asked if Ms. Hammock could go over what the Interlocal Agreement does. Ms. Hammock stated that pursuant to development approvals, the District was required to install an onsite generator at a sewer lift and it was located within the District. However, the city had requested that the District locate that generator downstream at a lift station that the city has identified. She noted that additionally the city had requested that the District extend its current scope of sewer improvements further to the Districts western boundary.

Mr. Shapiro asked for clarification on whether the city was paying 100% of the expansion of extending this or not. Ms. Hammock answered that was correct. Ms. Campagna asked if they wanted them to do it as the District, but they would pay for it. Mr. Shapiro stated that yes, they wanted to do it through a change order through Tucker who was already out there. Ms. Hammock stated that the city was agreeing to provide the funds for the Sewer Extension improvements, engineering, permitting, and inspection.

Ms. Hammock stated that the city is responsible for accepting, inspecting and installing the generator at the site. The city is further responsible for any future maintenance and operation of

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the generator as well as any claims that the city has under the manufacture warranty. Ms. Evans asked for confirmation that there would be no cost sharing when it comes to the generator. Ms. Burns stated that was correct.

Ms. Campagna asked if Ms. Evans's question was more on the lift station. Ms. Evans stated that it was and that she was looking at the draft plat for Phase 2 and it has the lift station going to the CDD. Mr. Shapiro stated that the lift station is at Tenoroc High School and is the lift station that Saddle Creek feeds into. He noted that the city had asked the District engineer about not installing the generator at Saddle Creek but installing it over at Tenoroc and it was agreed upon. He stated that the generators are taking a year now to get and it was agreed that if the District orders the generator that would fulfill any requirement that the District has with the city and it doesn't matter how long it takes and when the generator comes in that the city would completely pay for it because there were some modifications that have to be done for the generator to be installed at Tenoroc because the lift station was now old.

Ms. Campagna asked for clarification as to if the city was 100% doing maintenance after the fact and that the CDD would do the install and the city would do maintenance. Ms. Hammock stated that they were ordering a generator and having it delivered to wherever the city says, and the city is required to maintain it. Mr. Shapiro noted that it was a public lift station. Ms. Burns stated that this was approval in substantial form, authorizing the Chair to sign.

On MOTION by Mr. Shapiro, seconded by Mr. Pridgeon, with all in favor, the Interlocal Agreement with the City of Auburndale and Authorization for the Chair to work with staff to finalize, was approved in substantial form.

## **SIXTH ORDER OF BUSINESS**

### **Consideration of Resolution 2022-07 Authorizing the Use of Electronic Documents and Signatures**

Ms. Burns that this would allow them to utilize DocuSign for most of the District's records like resolutions and agreements. She noted that it was mostly any document that was not required to be notarized. She stated that instead of bringing copies to the meeting, they would send it to the Chair after everything was approved.

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On MOTION by Mr. Shapiro, seconded by Ms. Campagna, with all in favor, Resolution 2022-07 Authorizing the Use of Electronic Documents and Signatures, was approved.

**SEVENTH ORDER OF BUSINESS**

**Consideration of Proposal from Faulkner for Construction Materials Testing Services**

Ms. Burns noted that this proposal from Faulkner was for the materials testing for Phase 2 totaling \$28,000.

On MOTION by Mr. Shapiro, seconded by Mr. Pridgeon, with all in favor, the Proposal from Faulkner for Construction Materials Testing Services, was approved.

**EIGHTH ORDER OF BUSINESS**

**Staff Reports**

**A. Attorney**

Ms. Hammock stated that she had nothing further to report.

**B. Engineer**

Ms. Burns stated that their newly acquainted District’s engineer is not on, but they would get him all the information in case he wanted to attend the next meeting.

**C. Field Manager’s Report**

Mr. Smith stated that the site was mowed and cleaned up on Friday, they have a lot more landscaping going in and they were nearing completion, the irrigation well was in now. He stated that he is sending out landscape RFP to get a landscape contract in place. He stated that they should be able to review those by the next meeting. Ms. Campagna asked who he would send those out to. Mr. Smith asked if they had anyone in mind because he hasn’t had much luck with anyone. He noted that he planned to send it to Floralawn and Prince, and stated that Prince was currently maintaining it and likely who he was going to recommend takes the contract. He asked if they had anyone else that they would like to send it to. Ms. Campagna stated that she was fine with Prince and she was just curious if there was anyone else. Ms. Burns stated that they would have those at the next meeting and the next meeting they were also going to be looking at their proposed budget for the upcoming year. She noted that they would be in touch for a couple of development timelines

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for Phase 2 when they think that stuff would be transitioning. Mr. Shapiro stated that it would be done before September 3<sup>rd</sup>. Ms. Burns stated that they would make sure that they had copies of the plans to make sure they had comparable cost estimates from other Districts.

Mr. Shapiro asked if they had discussed lawn maintenance at the last meeting. Ms. Burns stated that it was already on the contract. Mr. Shapiro asked who they ended up using. Ms. Burns stated Sitex and then Prince doing the one-time mow. Mr. Shapiro asked if they had ever got a proposal from Horner for the wetlands monitoring. Mr. Smith stated that he had not addressed anything specific like that with Horner and he asked if they have wetland monitoring obligations for any areas. Mr. Shapiro answered that they did.

Ms. Burns stated that they would reach out to them, and Mr. Smith stated that he would call them. Mr. Shapiro stated that they have to certify that all the wells were done. He asked if they could reach out to them and get an update on that.

Ms. Evans asked Ms. Burns when they were expecting from Mr. Smith an acceptance landscape walkthrough. Ms. Burns answered that they were looking to get proposals for the next meeting. She asked when they thought all the landscaping would be installed because that was usually when he did the walk. Mr. Pridgeon stated that they had to finish out the rest of the frontage and they had done the main entrance. Ms. Evans stated that they may need to do as needed cuts until they get their contract. She noted that she knew he had got some of the front entrance done and she didn't want it to overgrow before they get in a contract. Ms. Burns stated that they were doing one-time every other week for the ponds and other landscape areas right now. Ms. Campagna suggested for them to talk to Lucas and that Lucas would be able to bid as a build out and until then he would be able to phase it in. Ms. Burns stated that if they had the plans that they were waiting for, they can send them the plans. Mr. Pridgeon stated that was what he was waiting for.

#### **D. District Manager's Report**

##### **i. Approval of Check Register**

Ms. Burns presented the check register totaling \$4,496.20 from March 14<sup>th</sup> through April 11<sup>th</sup>.

On MOTION by Mr. Shapiro, seconded by Ms. Campagna, with all in favor, the Check Register totaling \$4,496.20, was approved.
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**ii. Balance Sheet and Income Statement**

Ms. Burns stated the financials were in the package for review and questions. There was no action needed and these were through March 31<sup>st</sup>.

**NINTH ORDER OF BUSINESS**

**Other Business**

Ms. Campagna asked if they were going to do the proposed budget next month. Ms. Burns responded yes. Ms. Campagna asked if July would be the final budget hearing. Ms. Burns stated it would be July or August.

**TENTH ORDER OF BUSINESS**

**Supervisors Requests and Audience Comments**

There being none, the next item followed.

**ELEVENTH ORDER OF BUSINESS**

**Adjournment**

On MOTION by Mr. Shapiro, seconded by Mr. Pridgeon, with all in favor, the meeting was adjourned.

*Jill Burns*

Secretary/Assistant Secretary

*Scott Shapiro*

Chairman/Vice Chairman