

**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, **July 25, 2023** at 1:00 p.m. at The Hampton Inn – Lakeland, 4420 North Socrum Loop Road, Lakeland, Florida.

Present and constituting a quorum:

Scott Shapiro	Chairman
Mike Seney	Vice Chairman
Kelly Evans <i>by phone</i>	Assistant Secretary
Lori Campagna	Assistant Secretary
Sean Finotti	Assistant Secretary

Also present were:

Jill Burns	District Manager, GMS
Grace Kobitter	District Counsel, KVV Law
Clayton Smith	Field Manager, GMS
Allen Bailey	Field Manger, GMS

The following is a summary of the discussions and actions taken at the July 25, 2023 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 four members present and one member joining via Zoom constituting a quorum.

SECOND ORDER OF BUSINESS

Public Comment Period

There were no members of the public present or joining via Zoom.

THIRD ORDER OF BUSINESS

Organizational Matters

A. Administration of Oaths of Office to Newly Elected Board Members Appointed at November 1, 2022 Landowners' Meeting (Kelly Evans)

Ms. Burns swore in Kelly Evans outside of the meeting.

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FOURTH ORDER OF BUSINESS

Approval of Minutes of the April 25, 2023 Board of Supervisors Meeting

Ms. Burns asked for approval of the minutes from the April 25, 2023 Board of Supervisors meeting. She asked for any questions, comments, or corrections to those minutes. The Board had no changes to the minutes.

On MOTION by Mr. Shapiro, seconded by Mr. Finotti, with all in favor, the Minutes of the April 25, 2023 Board of Supervisors meeting, were approved.

FIFTH ORDER OF BUSINESS

Public Hearings

A. Public Hearing on the Adoption of the Fiscal Year 2024 Budget

Ms. Burns stated this public hearing has been advertised in the paper. The date was announced at the prior meeting. She asked for a motion to open the public hearing.

On MOTION by Ms. Campagna, seconded by Mr. Seney, with all in favor, Opening the Public Hearing, was approved.

Ms. Burns stated there were no members of the public present so looking for a motion to close the public hearing portion.

On MOTION by Mr. Shapiro, seconded by Ms. Campagna, with all in favor, Closing the Public Hearing, was approved.

i. Consideration of Resolution 2023-08 Adopting the District’s Fiscal Year 2024 Budget and Appropriating Funds

Ms. Burns stated Resolution 2023-08 Adopting the District’s Fiscal Year 2024 Budget is included in the agenda package. She noted one change that was talked about at the last meeting but did not get updated in the agenda was the number received from the property insurance. At the time it was sent out with the amenity being delayed it was not included so instead of \$5,000, I am going to move that back to \$10,000 so ultimately will have room for the dog park as well. She noted she will change the capital reserve transfer and take \$5,000 off that line item so it will be \$90,708. All of the other budget numbers that will tie in assessments will be the same, so will just shift \$5,000 from the capital reserve to the property insurance. She noted other changes from the

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last meeting was the lift station maintenance had \$35,000 added and adjusted that number based on quotes received outside the meeting. She stated they did also put a line item for the pump grinders that were discussed so if the Board wanted to do those, that would come out of the capital reserve budget as a fixed improvement rather than maintenance. She stated for those three were estimated at about \$45,000. There were a couple of adjustments to actuals. She stated there wasn't a lot of actuals for the amenity just based on the timing of the opening but a little bit of utilities to adjust that. She noted the total gross per unit assessment amount per unit for phase one and two would be \$1,529.52 which is the same as the current year so there would not be an increase for those phase one platted lots. There is \$15,000 in security services that would not be to hire full time pool guards by any means but would be more for maybe to do off duty police controls during peak weekends during the summer. She stated she is comfortable with this budget.

On MOTION by Mr. Shapiro, seconded by Ms. Campagna, with all in favor, Resolution 2023-08 Adopting the District's Fiscal Year 2024 Budget and Appropriating Funds as amended, was approved as amended.

B. Public Hearing on the Imposition of Operations and Maintenance Special Assessments

Ms. Burns stated this public hearing was advertised and a mailed notice was sent to the Phase 2 landowners. Do we have a motion to open?

On MOTION by Mr. Finotti, seconded by Mr. Seney, with all in favor, Opening the Public Hearing, was approved.

Ms. Burns stated there are no members of the public present at this time. She asked for a motion to close the public hearing.

On MOTION by Ms. Campagna, seconded by Mr. Seney, with all in favor, Closing the Public Hearing, was approved.

i. Consideration of Resolution 2023-09 Imposing Special Assessments and Certifying an Assessment Roll

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Ms. Burns stated this is included in the agenda package for review. She noted all this resolution does is certifies our assessments for collection based on the budget that the Board just adopted. You will also note the debt assessments that were previously levied are noted. She asked for any questions.

On MOTION by Mr. Finotti, seconded by Ms. Campagna, with all in favor, Resolution 2023-09 Imposing Special Assessments and Certifying an Assessment Roll, was approved.

SIXTH ORDER OF BUSINESS

**Consideration of Resolution 2023-10
Designation of a Regular Monthly Meeting
Date, Time, and Location for Fiscal Year
2024**

Ms. Burns noted the schedule in the agenda package contemplates leaving the schedule the same. If this still works for everyone, it works for us. If you guys want to change it, we can.

On MOTION by Mr. Seney, seconded by Ms. Campagna, with all in favor, Resolution 2023-10 Designation of a Regular Monthly Meeting Date, Time, and Location for Fiscal Year 2024, was approved.

SEVENTH ORDER OF BUSINESS

**Consideration of Resolution 2023-11
Appointing an Assistant Treasurer**

Ms. Burns noted this appoints Darrin Mossing in our office as an Assistant Treasurer of the District. He is the owner of GMS and will be added as a signer on the account if we need a backup.

On MOTION by Ms. Campagna seconded by Mr. Shapiro, with all in favor, Resolution 2023-11 Appointing Darrin Mossing as Assistant Treasurer, was approved.

EIGHTH ORDER OF BUSINESS

**Acceptance of Fiscal Year 2022 Audit
Report**

Ms. Burns noted page 28 of the agenda starts the report to management which summarizes the audit. She noted it was a clean audit with no instances of noncompliance. The District does not meet any conditions for financial emergency. She noted it was submitted to the state by the June

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30th deadline. Since it is an independent audit, all we are looking for is a motion from the Board to accept that report but if any questions, I would be happy to answer.

On MOTION by Ms. Campagna, seconded by Mr. Finotti, with all in favor, Accepting the Fiscal Year 2022 Audit Report, was approved.

NINTH ORDER OF BUSINESS

Staff Reports

A. Attorney

i. Memo Regarding Ethics Training for Elected Officials

Ms. Kobitter stated in the agenda package is a memo from her office regarding the new requirement that resulted from this past legislative session which requires Supervisors to obtain four hours of ethics training every calendar year beginning in January of 2024. She noted the Board of Commission on Ethics has provided some courses, both free and for charge. Her office is compiling a training as well either in conjunction with a Board meeting or a workshop.

B. Engineer

There being no comments, the next item followed.

C. Field Manager's Report

i. Consideration of Proposals from Consta Flow, Inc.

a) Contract for Maintenance Services

b) Lift Station Pump Inspections

c) Install Monitoring System

Mr. Bailey stated some of the signs were tilted so we got them straightened back out and some of the fencing around lift station two was broken out so our guys fixed that putting it back together. He noted amenity registration is up. The hydrolift is in place and working. There was an abandoned mirror out near lift station two so we cleared that out. He stated a few site items of course the lift station is still in question. He noted the last time they spoke about the cost of it and what Barney's proposed. We were waiting for some ideas and if we needed to get some other quotes. He noted he does have another company that is interested in looking at our system to see what they can do. He stated we are still experiencing alarms about every two to three weeks. July 4th weekend alarms were going off and it was pretty full when we got there so it was all hands-on deck trying to get that one fixed and pumped out from using Barneys and stronghold. Mr. Bailey stated the section to the East flows directly to the main lift station and then the South one and the

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third down near the golf course is working. He noted the one over on the Western parcel is operational but it is not taking any flows yet. Mr. Bailey stated so the answer to your question is we have not had any issues with the ones down near the golf course yet but it sounds like it doesn't take nearly as much flow as the one on Yellow Trail does which we have a chronic issue with. Ms. Campagna asked if any of this could be tied back to the issue where it was the County causing the issue and then forced ours to back up. She noted she would hate to spend the money to fix ours if it is truly something needing to be fixed out there. Mr. Bailey stated there was the situation where the counties lift station breaker tripped and they decided to act like we needed to fix everything but they finally turned it back on and a separate issue which has been resolved. Mr. Shapiro stated once the golf course lift station begins getting more houses with more people, we will probably start running into issues there as well.

Mr. Bailey stated the first proposal is Consta Flow which is for monthly maintenance for them to come out and check one lift station. They are looking at a flat rate of \$95 for about an hour and half of work which is pulling up the pumps and checking them. He noted if they are called out, it is \$85 an hour and if they have to bring a Boom truck out to pull anything out it is \$165 for a minimum of two hours and then holidays, weekends and after hours would be at a higher rate. He noted this was planned for Yellow Trail as he wasn't aware the one at the golf course was active yet. I would assume it would just be double but we would have to check. Mr. Bailey noted Barneys was extremely expensive so at the last meeting we agreed to collect other quotes. He noted he did reach out to Consta Flow who felt pretty confident that they could take over the periodic maintenance of it. He noted calling them out on a regular basis to clear the pumps is not included in this. He stated the one-time visit includes running each pump, recording the hours of the meter, clear flows, washing down the walls, and cleaning the lift station. He noted they will visually inspect the pumps. We have never worked with this company before but they are local. Mr. Shapiro stated they need to check some references on this company. Mr. Bailey noted they reached out to companies that they know and work with but they will not service this area. We wanted to get someone who is based nearby. Ms. Campagna stated she would like to give the Chair the ability to approve this based on this contract outside of the next meeting. Ms. Burns asked if they want to do a motion for a quote for general maintenance at \$95 per month with other as needed services pending verification with the Chair working with staff regarding references and delegate the authority to the Chair to approve a second pump as well.

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On MOTION by Ms. Campagna, seconded by Mr. Seney, with all in favor, the Monitoring Quote of \$95 per month from Consta Flow delegated by the Chair plus adding a second pump, was approved.

ii. Consideration of Proposals from Barney's Pumps, Inc.

a) Contract for Maintenance Services

b) Install Monitoring System

Mr. Bailey stated this was one that we got an inconclusive quote from Barneys but we went out and now have clear quotes from the both of them. He stated on page 123 is the Consta Flow monitoring system which is about \$6,300 for the install on each lift station so this does include installing on all three lift stations. He noted this is a little bit of a higher end system that gives us some other options but it is a bit more expensive than Barney's. He noted on page 128 is the Barney's option which is \$6,300 total. He stated that Barney's is an auto dialer which will send a text message and the one Consta Flow is suggesting is live real time, if you check on it you can see what is going on in the system and why its messed up and where the levels are. Barneys is essentially a notification system. Mr. Shapiro stated either way if there is a problem someone is going to have to come out. He asked if Barney's was not as sophisticated. Mr. Bailey stated Barney's could give the option for it. Mr. Shapiro asked wouldn't they need to use the same company. Ms. Campagna stated until we know about this Consta Flow company, she wouldn't want to entertain any other bids until the information comes back about them to see how legit they are. Mr. Bailey stated right now when that thing gets to critical mass, it has an alarm that is blaring and Ms. Burns stated residents are calling all the time. Ms. Campagna stated if they could get one more month and get all of the information with it being \$18,000, she would like to know more before making a true decision. Mr. Bailey said we can get an option for lesser scope from Consta Flow but we could have a similar concern and Barneys clarified to us that this is not a special Barney's system, this is something they install so it's not like you have Barney's overseeing the monitoring but then Consta Flow overseeing the maintenance. Mr. Shapiro stated that Barney's could install the system which is basically an alarm system which is passed off to us and we oversee it. Mr. Bailey stated it is not tied to Barney's. Mr. Shapiro stated we should get a quote from Consta Flow to do the same thing so we can see what their price is. If it is the same price or less then we will use Consta Flow. Ms. Burns asked if we want to do Barney's as not to extend because if Consta Flow cannot do that lower option or comes back higher, we could have Barney's do the

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install of the system that they are proposing but Consta Flow could still do the monitoring of that system. Mr. Bailey stated it would tell you if there are electrical problems, the amperage and where that is located. Mr. Bailey stated he believes what will alleviate the most amount of money over time is to replace all of the pumps with grind pumps. He noted if we get the lesser monitor system and put the money down to get the grinder pumps, he thinks the monitoring system wouldn't have to be used as much because of less issues. Mr. Shapiro asked the cost of a grinder pump. Mr. Bailey answered about \$15,000 each. Ms. Burns stated the \$45,000 was intended for those grinder pumps. Ms. Campagna agrees with going with the monthly maintenance. Mr. Bailey stated Consta Flow did give an option for \$1,500 to go through and inspect our system and give us their suggestion on grinder pumps and what they would suggest compared to Barney's. Ms. Campagna stated let's see about giving them the contract and see if they will do the lower one and once, they get the business, they need to do the inspection. Ms. Burns stated sounds like consensus is that we are going to make a motion to approve Barney's not to exceed but delegate the authority to the Chair to work with staff to get a comparative quote for the same type system from Consta Flow and authorize the Chair to make the selection on either Consta Flow or Barney's without having to bring it back.

On MOTION by Ms. Campagna, seconded by Mr. Finotti, with all in favor, to Approve NTE amount in Barney's Quote but ask Consta Flow for a Similar Quote Closer in Comparison and Delegate Authority of Chair to Select Quote, was approved.

iii. Consideration of Proposal for Pest Control Services

Mr. Bailey stated the pest control quote from the company used for a lot of our amenity centers is about \$120 per spray. We recommend this company as we have used them in several amenities and get better pest service out of them than with Orkins or stuff like that. It is All American Lawn and Tree Specialists. He noted the reason it is a little more is they do around the pool deck and inside the pool area as well and take care of ant mounds around the amenity within the fenced area. He noted the only component this doesn't have currently right now because there is no playground or dog park there yet that we add in the future is we then add a quarterly ant and wasp service for anything within the amenity footprint that is an amenity but not the pool area itself. Ms. Campagna asked wouldn't we just add that to the landscape contract if we want them to do the pest control on that. Mr. Bailey stated he wouldn't have the landscape do that treating of

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the ants and wasps. Ms. Campagna stated wasps are different but they have to treat the ants anyway throughout the rest of the common areas so why wouldn't they just do it. She noted it is not standard but we do have a price for them that they will do the ant treatment so let's look and see what theirs is for that too.

On MOTION by Mr. Seney, seconded by Mr. Finotti, with all in favor, the Pest Control Quote for the Amenity, was approved.

D. District Manager's Report

i. Approval of Check Register

Ms. Burns presented the check register for approval that is included in the agenda package for review. She asked for any questions. She noted the total from April 18, 2023 through July 12 is \$154,217.26.

On MOTION by Ms. Campagna, seconded by Mr. Shapiro, with all in favor, the Check Register of \$154,217.26, was approved.

ii. Balance Sheet and Income Statement

Ms. Burns stated the financials were in the package for review. There was no action needed. These are for informational purposes only.

iii. Presentation of Number of Registered Voters – 143

Ms. Burns stated we are required to determine the number of registered voters within the District as of April 15th of each year and the number for this year was 143. We do that to track our threshold to turn over to residents but we haven't hit the six-year mark yet so we will probably hit that registered voter number before hitting the six-year threshold. She noted this is for informational purposes.

TENTH ORDER OF BUSINESS

Other Business

There being no comments, the next item followed.

ELEVENTH ORDER OF BUSINESS

Supervisors Requests and Audience Comments

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There being no comments, the next item followed.

TWELFTH ORDER OF BUSINESS

Adjournment

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

Jill Burns

Secretary/Assistant Secretary

DocuSigned by:

Scott Shapiro

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Chairman/Vice Chairman