

**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, **October 24, 2023** at 1:02 p.m. at The Hampton Inn – Lakeland, 4420 North Socrum Loop Road, Lakeland, Florida.

Present and constituting a quorum:

Scott Shapiro	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, KVW Law
Clayton Smith <i>by Zoom</i>	Field Manager, GMS
Allen Bailey	Field Manager, GMS

*The following is a summary of the discussions and actions taken at the October 24, 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 three 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**

**Approval of Minutes of the July 25, 2023  
Board of Supervisors Meeting**

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Ms. Burns asked for approval of the minutes from the July 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 Ms. Campagna, seconded by Mr. Finotti, with all in favor, the Minutes of the July 25, 2023 Board of Supervisors Meeting, were approved.

**FOURTH ORDER OF BUSINESS**

**Consideration of Resolution 2024-01  
Setting a Public Hearing on the Adoption  
of Parking and Towing Policies for the  
District**

Ms. Burns stated there have been several resident calls regarding parking, and it looks like per photos there are a lot of cars out on the street and issues with commercial vehicles. The HOA is enforcing for their driveways which is then putting them towards to the streets where obviously Phase 1 is complete. We are going to look at putting parking policies in place for the CDD. We need to set a hearing for that. She noted their suggestion would be to designate one side of the street parking to go through. They will do signs at the entrance that makes the whole community no parking at any time unless otherwise noted. She noted Alan and Clayton can pick based on fire hydrants and driveways, what the best side would be and come back at the date that we set the public hearing with the parking plan. The standard rules are no commercial vehicles overnight or trailers or vessels. Ms. Campagna stated this was a big topic at the last meeting and one side of the road would be the only option because there is no parking lot. She noted she is okay with this. Ms. Burns stated the amenity would be no overnight parking, 10:00-6:00 as well same as commercial vehicles. There will be signage that states parking between the arrows for the streets. Ms. Burns stated there is not enough time for the November meeting to advertise for that as the deadline for the newspaper already passed. She noted December 26<sup>th</sup> there will be no meeting so suggesting January 23<sup>rd</sup> and will have the plan then with maps and a quote for the signage as well.

On MOTION by Ms. Campagna, seconded by Mr. Shapiro, with all in favor, Resolution 2024-01 Setting the Public Hearing for January 23 at 1:00 p.m. at current location on Adoption of Parking and Towing Policies, was approved.

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**FIFTH ORDER OF BUSINESS**

**Consideration of Proposal for Arbitrage Rebate Services from AMTEC for Series 2020 and Series 2022 Bonds**

Ms. Burns stated this is a required report under the Trust Indenture to demonstrate that the District does not earn more interest than they pay. The proposal is in the agenda package. She noted it is a one-time \$1,350 and then the annual is \$450.

On MOTION by Ms. Evans, seconded by Mr. Finotti, with all in favor, the Arbitrage Rebate Services from AMTEC for Series 2020 and Series 2022 Bonds , was approved.

**SIXTH ORDER OF BUSINESS**

**Presentation of Arbitrage Rebate Reports from AMTEC for:**

- A. Series 2020 Bonds**
- B. Series 2022 Bonds**

Ms. Burns presented the actual reports for the 2020 bonds from AMTEC. On page 4 of those reports, it shows the negative arbitrage rebate amount which means they are not earning more interest than they pay. These are independent reports of the calculations so looking for a motion to accept.

On MOTION by Ms. Campagna, seconded by Mr. Finotti, with all in favor, the Presentation of Arbitrage Rebate Reports from AMTEC, was approved.

**SEVENTH ORDER OF BUSINESS**

**Consideration of Engagement Letter for Fiscal Year 2023 Audit Services from Grau & Associates**

Ms. Burns noted this was a contract that was previously awarded and this is the renewal of the contract that the District already has which is \$7,100. She noted if they wanted to pursue other options, they could go back and go through the audit committee process. Ms. Evans asked if this was a three-year contract. Ms. Burns stated yes and this is the last year of it. Ms. Evans stated she prefers the three-year contract but they haven't been happy with Grau and would like to see if the Board wants to consider other proposals. Ms. Campagna asked for the end of the contract or for a new contract after this one? Ms. Burns stated this is their last year so if we approve this, they will do this one and then would rebid next year. Ms. Evans stated might as well finish with them. Ms.

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Burns stated the only Grau ones they had late were ones with different circumstances but the straight forward CDD audits were fine with no late issues. Ms. Evans stated she is fine with going ahead with Grau for this year and then rebid next year.

On MOTION by Mr. Shapiro seconded by Ms. Evans, with all in favor, the Engagement Letter for FY2023 Audit Services from Grau & Associates, was approved.

## **EIGHTH ORDER OF BUSINESS**

### **Consideration of Proposal from Securitas for District Security Services (CLOSED SESSION DISCUSSION AVAILABLE – *if needed*)**

Ms. Burns noted this was brought to the Board to start the discussion on problems at the amenity with people jumping the fence overnight using the facility as well as a couple of amenity violations and issues with residents. Mr. Shapiro stated but nothing that has caused damage. Ms. Burns stated there are cameras out at the amenity. Ms. Shapiro recommended considering flashing LED lights at the pool set on a timer that comes on in the middle of the night which would also help deter. Mr. Bailey suggested solar lights could be set up in the back two corners with the lights turned down toward the pool. Ms. Burns stated they have been working with Securitas in Polk County for limited guard service at other facilities. Ms. Evans asked to move this to a closed session. Ms. Burns stated yes but there is no one here. She noted this would be guards for 16 hours per week so it is eight hour shifts essentially scheduled on the weekend. Ms. Campagna stated they didn't put the money in the budget. Ms. Burns stated there is \$15,000 in the budget. Ms. Campagna stated they need to look at security for busy holiday weekends, spring break summer, etc. and not use it for off season. Ms. Burns stated in addition to the 16 hours per week, there would be 8 hour shifts of a lifeguard, camera system that is motion activated that has call down cameras that are installed with coverage overnight from the time the facility closes until the time it opens. Ms. Burns stated Securitas installs the cameras and part of the price includes the purchase of them, price included for five years and after the five years, we own the cameras. Mr. Shapiro asked if they have to commit to a five year contract? Ms. Burns stated or you buy out the cameras. She noted the cameras can be placed where they want them and they are motion activated. If someone jumps the fence at night, they get an alert and the police is called. Ms. Campagna stated her concern is if after four or five times of the police coming out, they either want to charge you or quit

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responding. Ms. Burns stated the total for the whole year is \$31,853 which gets the 12 hours overnight plus the seven for weekends. It is a lot of hours for the price but it is double the budget. She noted if we wanted to approve it, would have the guards start in April which would be \$12,000 for the guard for the year and then if we started the remote guarding with camera installation in January or February would get us to \$17,500 for the year. She noted they could table this to see where it goes. Ms. Campagna stated she agrees with tabling it to see how it goes but is not opposed to guards or the system but thinks this is a small amenity for this price. Mr. Shapiro stated he is more in line with putting lights out there which is inexpensive and will help. He noted during holidays when everyone is at the pool with overcrowding, having a guard then would help manage that. Ms. Burns stated the only option for temporary would be off duty police patrol. Ms. Campagna suggested looking into different security companies to see if they can do weekends and summer and a couple of off times. Ms. Burns stated this will be tabled and looked at in January.

## **NINTH ORDER OF BUSINESS**

### **Staff Reports**

#### **A. Attorney**

Ms. Kobitter stated that she had nothing to report unless there are any questions.

#### **B. Engineer**

There being no comments, the next item followed.

#### **C. Field Manager's Report**

##### **i. Consideration of Aquatic Management Agreement from Sitex Aquatics**

Mr. Bailey stated one of the corners around the amenity had erosion so they backed that up, some pavers had sunk in overtime which was filled in to make it even, checked the closure of amenity gate to limit the sneaking in part. The lift station does have maintenance set up for monthly checks. He noted there is on the red loop the door if you need to get into that, he can give them the code for the lock as he put a chain in as a safety precaution. Mr. Finotti stated the 31<sup>st</sup> they will be starting a lot of work. Mr. Bailey stated it is the same code as everywhere else. Mr. Bailey stated they retrieved some umbrellas that were in the pond and cleaned them and put them back to where they belong. The ponds are looking well and in a good state.

Ms. Campagna asked about the final area that is coming on. Mr. Bailey stated Phase 2 and he is going to walk with Prince through it. There is a contractor out there today and tomorrow that

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will be cleaning up everything along the road and behind the tree line, all of the area that is overgrown will be cleaned up and will be cutting down the road and edging the sidewalks.

Mr. Bailey stated the ponds are going good with no algae blooms. A Board member stated pond six is bad. Ms. Campagna stated Sitex does a great job. Mr. Bailey stated he would talk to them and let them know to target pond six. A Board member stated pond six has one tree down in it. Mr. Shapiro stated the landscapers can get on the tree in the pond. Mr. Bailey presented the proposal from Sitex. He noted this is an update to their contract. Ponds 21, 20, and 19 were added across on Red Loop. When the contract was originally put in place, they were not functional ponds then. They came online at some point and Sitex took them over and kept doing them for us but they brought to our attention that they are needing to fix the amount because of what they are putting into it. The new set amount that they request is \$18,280 for their service because of three ponds being added plus the cost of chemicals that they are using. Ms. Campagna asked if it is \$1,550 per month. Mr. Bailey stated currently they are paying \$13,200 yearly. Ms. Campagna and Evans stated that is reasonable. Ms. Burns stated this will be picked up in the field contingency. Ms. Burns stated there will be no more ponds, this is all of them.

On MOTION by Ms. Evans, seconded by Mr. Shapiro, with all in favor, the Consideration of Aquatics Maintenance Agreement from Sitex Aquatics, 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 noted this is from July 13<sup>th</sup> through October 6<sup>th</sup> and the total is \$182,857.18. She asked for any questions on any of the invoices, otherwise looking for a motion to approve.

On MOTION by Ms. Campagna, seconded by Mr. Finotti, with all in favor, the Check Register of \$182,578.18, was approved.

##### **ii. Balance Sheet and Income Statement**

Ms. Burns stated the financials were in the package for review. These are through September 30<sup>th</sup> so are year-end financials. There was no action needed. These are for informational purposes only.

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Mr. Shapiro stated things that stand out on the financials, on mitigation monitoring, we haven't incurred anything. Don't we have an agreement with Horner because we have a five-year monitoring requirement with the agency. Ms. Burns stated when she talked to the District Engineer, the reports were not due yet but can check into it. Mr. Shapiro asked Ms. Burns to check with Perry Horner because he did all of the mitigation work. Mr. Shapiro also asked on the District Engineer, why haven't they charged anything, do they not do any work. Ms. Burns stated he has not called into any of the meetings. Ms. Campagna stated September is not showing any amenity electric or water either. Ms. Burns stated she would check that and make sure the accounts combined.

**TENTH ORDER OF BUSINESS**

**Other Business**

There being no comments, the next item followed.

**ELEVENTH ORDER OF BUSINESS**

**Supervisors Requests and Audience Comments**

There being no comments, the next item followed.

**TWELFTH ORDER OF BUSINESS**

**Adjournment**

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

*Jill Burns*

Secretary/Assistant Secretary

DocuSigned by:  
*Scott Shapiro*  
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Chairman/Vice Chairman